

***A Guide to the
Graduate Program in History***

**University of Florida
2017-2018**

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Introduction

Welcome to the Graduate Program in History at the University of Florida! The Department of History at the University of Florida is a dynamic community of scholars engaged in individual and collaborative historical research in all eras and covering nearly all parts of the world. With approximately 30 regular faculty members and a dozen historians in other departments and centers, we endeavor to train serious, sophisticated, and creative professional historians. We are committed to high quality research and teaching that employs a range of methodologies, crosses disciplinary boundaries, and engages the broader public.

WHO SHOULD USE THIS GUIDE?

This program guide has been prepared for three audiences: 1) **prospective students** interested in finding out more about the offerings and requirements of the graduate degree programs in history (both MA and PhD), 2) **current students**, whether new to the program this year or continuing students, and 3) **faculty** who are advising graduate students. The information in this guide is subject to modification and will be updated every year.

Graduate students should also familiarize themselves with the Department's web page <http://www.history.ufl.edu/>, especially with the information contained on the separate pages for the History Graduate Program, which you will find here: <http://history.ufl.edu/graduate-studies/prospective-students/> .

On the webpage of the Graduate School <http://graduateschool.ufl.edu/> you will also find helpful information, including:

- Academic Calendar
- *Excel*, the Graduate Student Newsletter
- Financial Aid
- Gator Grads Care (health insurance)
- Graduate Assistants United (union)
- Graduate Campus Employment
- Graduate School Catalog (<http://gradcatalog.ufl.edu>)
- Student Forms

...and many other important topics!

University Contact Information

<p>Office of Admissions <u>Address:</u> 201 Criser Hall P.O. Box 114000, University of Florida Gainesville, FL 32611-4000 <u>Phone:</u> 352-392-1365 www.admissions.ufl.edu</p>	<p>Department of History <u>Address:</u> 025 Keene-Flint Hall P.O. Box 117320, University of Florida Gainesville, FL 32611-7320 <u>Main Office Phone:</u> 352-392-0271 <u>Graduate Coordinator</u>, Dr. Michelle Campos, 352-273-3397 mcampos@ufl.edu <u>Associate Graduate Coordinator</u>, Dr. Lauren Pearlman, 352-273-3364 lpearlman@ufl.edu <u>Graduate Program Assistant</u>, Hazel Phillips, 392-2686 www.history.ufl.edu</p>
<p>University Bursar's Office <u>Address:</u> S-113 Criser Hall P.O. Box 114050, University of Florida Gainesville, FL 32611-4050 <u>Phone:</u> 352-392-0181 http://www.fa.ufl.edu/bursar/</p>	<p>Office for Student Financial Affairs (Financial Aid) <u>Address:</u> S-107 Criser Hall P.O. Box 114025, University of Florida Gainesville, FL 32611-4025 <u>Phone:</u> 352-392-1275 www.sfa.ufl.edu/</p>
<p>Graduate School <u>Address:</u> 106 Grinter Hall P.O. Box 115500, University of Florida Gainesville, FL 32611-5500 <u>Phone:</u> 352-392-4643 http://graduateschool.ufl.edu</p>	<p>Student Health Care Center (Infirmary) <u>Address:</u> 280 Fletcher Drive P.O. Box 117500, University of Florida Gainesville, FL 32611-7500 <u>Phone:</u> 352-392-1161 shcc.ufl.edu/</p>
<p>Registrar, Office of the University <u>Address:</u> 222 Criser Hall P.O. Box 114000, University of Florida Gainesville, FL 32611-4000 <u>Phone:</u> 352-392-1374 www.registrar.ufl.edu</p>	<p>Welcome Center <u>Address:</u> Museum Road and Reitz Union Drive Gainesville, FL 32611-8450 <u>Phone:</u> 352-392-2959 www.admissions.ufl.edu/visit.html</p>
<p>International Center <u>Address:</u> 170 Hub P.O. Box 113225, University of Florida Gainesville, FL 32611 <u>Phone:</u> 352-392-5323 www.ufic.ufl.edu</p>	<p>Academic Advising Center <u>Address:</u> Farrior Hall 205 Fletcher Drive P.O. Box 112015, University of Florida Gainesville, FL 32611-2015 <u>Phone:</u> 352-392-1521 https://www.advising.ufl.edu</p>

Department Administration

Chair:	Dr. Sean Adams, spadams@ufl.edu
Associate Chair:	Dr. Nina Caputo, ncaputo@ufl.edu
Graduate Coordinator:	Dr. Michelle Campos, mcampos@ufl.edu
Associate Graduate Coordinator:	Dr. Lauren Pearlman, lpearlman@ufl.edu
Undergraduate Coordinator:	Dr. Ben Wise, benwise@ufl.edu

Office Administrators

Graduate Program Assistant: Hazel Phillips, hazelp@ufl.edu

- The Graduate Program Assistant administers the Graduate Office. For graduate students, Hazel Phillips – the Graduate Program Assistant – is your first and most important contact in the graduate program, and can help you with course registration, queries, and paperwork.

Office Manager: Erin Smith, erinsmith@ufl.edu

- The Office Manager works with the Chair on budgetary and financial issues. She also supervises all the office staff. *This is who you see if you have payroll issues.*

Undergraduate Program Assistant: Mallory Buchyn, mbuchyn@ufl.edu

- The Undergraduate Program Assistant works with the Associate Chair and Undergraduate Coordinator in arranging schedules for undergraduates, orchestrating registration, and a variety of tasks related to the undergraduate academic program.

The Department of History main office (025 Keene-Flint) is open from 8:00 a.m. to 4:30 p.m.

The Faculty 2017-2018

AFRICA

Nancy Hunt, Africa, Health**
Susan O'Brien: Modern West Africa/Gender,
Religion
Luise White, Modern East & Central
Africa/Gender

EUROPE

Nina Caputo: Medieval Spain/Jewish
Florin Curta: Medieval Eastern Europe,
Mediterranean/Ethnicity
Bonnie Effros: Medieval/Material Culture***
George Esenwein: Modern Spain/Political
Stuart Finkel: Russian/Intellectual
Alice Freifeld: Modern Eastern Europe/Hungary,
Politics, Ethnicity***
Norman Goda: Holocaust/Diplomatic and Legal
History
Jessica Harland-Jacobs: Modern Britain/Empire,
Atlantic World
Mitchell Hart: Modern European/Jewish
Sheryl Kroen: Modern France/Gender, Post-
War Europe and Consumption

LATIN AMERICA

David Geggus: Colonial Caribbean/Haiti/Slavery &
Slave Resistance*
Lillian Guerra: Cuba, Modern Caribbean
Jeffrey Needell: Modern Latin America/Brazil/
Urban, Cultural, Intellectual, Political
Heather Vrana, Modern Latin
America/Guatemala/Student
Activism/Disability

MIDDLE EAST

Michelle Campos: Modern Middle East, Ottoman Empire

UNITED STATES

Sean Adams: 19th Century/Economic/Political
Jeffrey Adler: 19th & 20th Century/Urban, Crime***
Elizabeth Dale: Legal and Constitutional History***
Jack Davis: 20th Century/Florida, Environmental
Matt Gallman: 19th Century/Civil War, Gender
Matthew Jacobs: 20th Century/Foreign Relations, Middle
East, World History
Angel Kwolek-Folland: 19th & 20th
Century/Women, Gender, Business
William Link: 19th & 20th Century/South, Politics*
Louise Newman: 19th & 20th Century/Women, Gender
Steven Noll: 19th & 20th Century/Disabilities
Paul Ortiz: African American, Latino, African Diaspora,
and U.S. Social/Political
Lauren Pearlman: African American History
Jon Sensbach: Colonial/Race, Slavery
Vassiliki (Betty) Smocovitis: 20th Century U.S./History of
Science
Joseph Spillane: 20th Century/Crime, Social Policy
Benjamin Wise: 20th Century Culture/Gender

***On leave Fall 2017**

****On leave Spring 2018**

*****On leave AY 2017-2018**

Nuts and Bolts

Mechanics of Daily Life

Communication. The Graduate Coordinator and Graduate Program Assistant will typically use e-mail as the normal medium of communicating with graduate students. It is the responsibility of the graduate students to maintain and check their e-mail regularly to ensure that this communication is successful. Students are responsible for any information that is sent out on the Graduate Student listserv.

Computing Resources. The Department of History has a computer lab for graduate student use. The lab is equipped with a computer, and a laser printer. Access to the computers is through your Gatorlink account. **Students are responsible for their own paper.**

E-mail addresses, user name, and password. All students must create a Gatorlink email account (example: jdoe@ufl.edu). When you have created your Gatorlink email account please notify the Graduate Program Assistant and you will be placed on a departmental graduate listserv, which is our main resource for communicating information that is vital to your graduate career. ***The University of Florida and the Department will communicate with you through this email account, so check your email regularly*** (at least once a day) and pay close attention to the emails sent to the listserv.

You are responsible for keeping track of your Gatorlink username and password. If you forget your Gatorlink password, you can reset it at <https://account.it.ufl.edu> (follow the prompts). Gatorlink email is accessible from any computer with internet access. Please see the Graduate Program Assistant or call 352-392-HELP for assistance.

Fax. The Department will provide fax service (both incoming and outgoing) for teaching or research related purposes. Prior approval is required. The fax number is (352) 392-6927. The machine is in the main office.

Financial Aid. The only form of financial aid offered by the department comes in the form of Assistantships (discussed below). Each spring the Graduate Committee – advised by the faculty – assesses each continuing doctoral student for financial assistance for the coming year.

- In the case of students who are on continuing four or five year financial packages (assistantships or fellowships) the Graduate Committee checks to confirm that they are maintaining a 3.5 average while making appropriate progress.
 - o In order to confirm their progress and continued eligibility for funding, continuing graduate students must submit an Annual Report, a recent writing sample, and a CV to the Graduate Office **by Monday, January 22, 2018.**
- In the case of all other continuing students the Graduate Committee assesses individual progress while consulting with the Chair about the number of available assistantships for the coming year.

- The Graduate Coordinator, in consultation with the Associate Chair, also makes recommendations for summer teaching positions following an emailed call for applications. Decisions on what summer courses will be offered are made by the College.
- The department does not routinely offer funded positions to terminal M.A. students, but on occasion positions have come available for advanced M.A. students.
- Students should consult the University's Office for Student Financial Affairs (SFA) for information about loans and other financial aid options.

GAU. All students on graduate assistantship may become members of Graduate Assistants United, United Faculty of Florida Union. You will learn more about this student union during orientation, or consult with www.ufgau.org

Grades. The main office will not give out grades to students; final grade information is available from UF Student Self Service (<https://student.ufl.edu>). For individual test grades, paperwork is maintained by the instructor for one full year. Grade changes are to be made by the faculty instructor only, and are processed by the main office.

Graduate Student Lounge. The graduate students' lounge (011 Keene-Flint) is available for your use. We only ask that you assist in keeping it neat and that you keep noise in this area to a reasonable level, since there are faculty offices and teaching rooms nearby. Please make sure that the door is locked if you are the last person to leave the grad lounge.

Health Insurance: Effective June 30, 2014, *all newly admitted or re-admitted domestic students* who are enrolled at least half-time* in a degree-seeking program along with *all international students* are required to purchase the Student Health Insurance Plan unless proof of comparable coverage is provided.

*Half time is defined as 6 eligible credit hours for undergraduate students and 5 eligible credit hours (4 credit hours during summer) for graduate students including post-candidacy doctoral students. For students beginning in Summer B term, half-time is considered 3 hours; however one must be enrolled in 6 hours to receive financial aid. This applies to both domestic and international students.

Students who are GAs are eligible for Gator Gradcare. For information, see <http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/>

Students who are on fellowship are eligible for United Healthcare. For information, start here: <http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/>

For questions about health insurance, start with gabenefits@admin.ufl.edu

History Graduate Society (HGS). This is the History graduate students' campus organization; it has both professional and social functions and will be introduced to incoming students in the orientation program. The officers of the HGS are:

- President-Kaitlyn Muchnok
- Vice President- Lauren Kimbell

- Treasurer-Maddie Collins
- Secretary-Shauna Healey
- Vacant, New Student Representative

Keys. Graduate students have the option of being issued a key to the Computer lab and a key to the building. Each key has an \$8.00 (cash) deposit that will be refunded when the student returns the key(s) upon their departure from the university. Please see the Office Manager for your keys.

Mailboxes. Mailboxes will be provided to each graduate student. No personal mail is to be delivered to campus. Boxes and books will be held in the Graduate Program Assistant's office for pick up. Please check your mailbox regularly.

Office Space. Office space will be provided to Teaching Assistants and Associates only. Because of limited space, three or more people may have to share a desk. Please see the Undergraduate Program Assistant for office assignments. There are 58 individual graduate study carrels available in Library West. These are distributed by lottery in the first week of classes each fall. See the library's web page for information and the form you will need to fill out to apply:
<http://cms.uflib.ufl.edu/accesssupport/StudyCarrels.aspx>

Office Supplies/Postage. Graduate students are responsible for supplying their own office supplies and postage. Research and coursework costs are born by the student.

Paychecks. Paychecks for teaching/research assistants and fellowships are issued every two weeks on Fridays. The state system requires that all new hires register for direct deposit. Before direct deposit begins to function payroll will send checks to the Local Mailing Address that each student uses in myUFL. It is the student's responsibility to update their address in the MySelfService section of myUFL. If you have any questions about your paycheck please consult with the Office Manager.

Residency. The University of Florida and the Department of History expects U.S. citizens and resident aliens to file for Florida residency during the first year. ***This is particularly crucial for those of you who expect to get research fellowships, since most fellowships require you to register at UF while you are researching abroad and UF will not happily pay your tuition waiver if you are an out of state resident.***

You may sign a form called a Declaration of Domicile, which registers your intent to become a citizen of the State of Florida, at the Alachua County Court House for a fee of approximately \$15.00. In determining residency, the university may require evidence such as a voter registration, driver's license, automobile registration, rent receipts and any other relevant materials as evidence that the applicant has maintained 12-months residence prior to qualification as a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence. Please be sure to list your Florida address as your permanent address with the University, since this signifies your intent to become a Florida citizen. U.S. citizens and Permanent Residents who choose not to apply for

Florida residency after their first year may be responsible for the difference between in-state and out-of-state tuition.

For a further discussion of Florida Residency consult the office of admissions web page at: <http://www.admissions.ufl.edu/residency/qualifying.html>

Application forms for residency can be obtained from the University Registrar's Office.

Travel Assistance. When financial resources are available, the Department accepts applications for travel assistance to national and international conferences, and for travel assistance to conduct research at archives. Students are encouraged to apply to both the Department and the College of Liberal Arts & Sciences, as well as to the Graduate School and Graduate Council, for travel funds. These programs are 'matching' grants, where the total cost is born by several sources. The History Graduate Society also has limited funds to assist in travel. Announcements regarding guidelines and deadlines will be distributed by email.

For additional resources on grants and fellowships, see

<http://history.ufl.edu/graduate-studies/resources/funding-and-fellowships/>

UF ID Cards. UF requires all students, faculty and staff, when on campus, to carry upon their person an identification card. These cards are purchased from UF ID Card Services in the UF Bookstore at the Reitz Union. These cards are used for entry to libraries, sporting events, Lake Wauberg, ticket purchases, meal plans, etc. See

<https://www.bsd.ufl.edu/g1c/idcard/location.asp>

THE REGISTRATION PROCESS

1. Review course listings either online or on the hardcopy schedule that is always posted on the bulletin board outside the main office.

2. Obtain a REGISTRATION FORM from the Graduate Program Assistant, take one out of the folder on the Grad Office door, or download from the department website at <http://history.ufl.edu/graduate-studies/resources/forms/> (A sample form has also been included on the next page.)

3. Meet with your advisor! Discuss your courses and have your advisor sign your registration form in the appropriate place(s).

4. If you are taking a one-on-one course such as independent study, MA research, advanced research, etc. you MUST obtain a signature from the professor who will be supervising you in order for us to register you for the course. We will not register you without a signature or some form of approval from the professor.

5. Adding a 4th credit: Some students on Fellowship must register for 12 credit hours per semester and choose to add a “4th credit” to their seminars to accommodate their schedule requirements. In adding a 4th credit you are actually adding 1 credit hour of independent study. Your registration form should reflect this and you must obtain a signature from the course instructor indicating his/her approval of this credit. *Example:*

Course #	Section #	Course Title	Credits	Instructor
AMH 6290	1370	Modern America	3	(no signature necessary)
HIS 6905	(section # is not necessary)	Independent Study	1	SIGNATURE REQUIRED!

6. Adding a graduate trailer: The course instructor makes the decision as to whether they wish to add a graduate trailer to their undergraduate course. If you wish to register for a graduate trailer you must 1) consult with the Graduate Coordinator, 2) if the Graduate Coordinator approves the request, you must ask the instructor if they are willing, and 3) then the instructor must contact Mallory Buchyn, the Undergraduate Program Assistant, cc'ing the graduate coordinator, to give approval.

7. Once you have completed your registration form and obtained the proper signatures, turn it in to the Graduate Program Assistant.

a. **DEADLINES:** It is very important that you pay close attention to the registration deadlines. We will send out courtesy reminders regarding the critical dates and deadlines, but it is YOUR responsibility to remain informed.

b. **CHECK YOUR ACCOUNT:** It saves a lot of time and effort for both you and the program assistant if you check your account before you turn in your registration form. This gives you an opportunity to clear any holds you may have. Simple library fines are the

most common cause of holds and they can be for charges as little as \$2.00 or less. If you have a hold on your account we cannot register you. **Please remember: the emergency contact hold will be placed on every account every 4 months.**

8. Check your schedule!! Because the graduate courses are departmentally controlled and the registration is done only by the Graduate Program Assistant it is very important that you check your schedule as the semester approaches to be sure your registration has been completed.

***** IF YOU ARE NOT ON CAMPUS** you may complete this process by email. If you are a new student who has not yet arrived or a student who is away on research please contact the Graduate Program Assistant for instructions on how to register by email.

Sample form (copies of the registration form may also be found here:
<http://history.ufl.edu/graduate-studies/resources/forms/>

OFFICE USE ONLY
Received:
Holds: Y N
Registered:
Initial:

REGISTRATION FORM

Registration procedure:

- All graduate courses in the Department of History are departmentally controlled.
(This means you cannot register for History classes yourself through ONE.UF)
- Students may only register for courses through the Graduate Program Assistant.
- To register you must complete this form IN FULL and provide the proper signatures.

Please note: If you are registering for an independent study, special topics, thesis, non-thesis, or dissertation research course or any other course that is not assigned to a specific professor on the schedule, the professor you intend to study under must sign the form in the space marked “Instructor”. If the instructor is not available to sign the form, they must email the Graduate Program Assistant, giving their permission.

PLEASE NOTE: You are responsible for getting yourself registered for classes outside the department.

NAME: _____ DATE: _____

PHONE #: _____ UFID: _____ - _____

TERM (circle one): SPRING SUMMER: A B C FALL

Course #	Section #	Course Title	Credits	Instructor

Are you expecting to graduate this term? Yes _____ No _____ Maybe _____

TOTAL CREDITS: _____

ADVISOR’S APPROVAL _____ Date _____

The Academic Program

The Academic Program at a Glance

The Advisor.

- Each student has been assigned a **faculty advisor**. Usually this is the faculty member whose interests most closely coincide with your own. ***If you have not done so already, you should schedule a meeting with your faculty advisor during the orientation week***
- Though the Graduate Office will help you navigate some of the bureaucratic or technical intricacies of the program, your advisor will be the point person for your individual academic training. It is therefore essential that you establish and maintain a constructive line of communication with your advisor. You should consult with your advisor about your plan of study, scheduling, research plans, placement, and all manner of professional development. You should certainly keep your advisor informed about any changes in your academic plans or any obstacles that may be slowing your progress.
- ***Please note that YOU are responsible for initiating and staying in contact with your advisor.*** Advisors' personalities and working MO will vary; some are very hands-on, while many others are very hands-off.
- You should also develop substantive intellectual relationships with other faculty inside and outside the department, based on shared area interests, thematic interests, or methodological approaches. It's best to assemble a mentoring "team", any one of whom you can draw on for their varying expertise and strengths.
- Some students will have co-advisors, either officially or unofficially. In other cases a student might opt to switch advisors for any number of reasons. Any change must be discussed with the Graduate Coordinator.

Registration

The form for registering each term can be acquired from the Graduate Program Assistant (Hazel Phillips) or downloaded from the web page (<http://history.ufl.edu/graduate-studies/resources/forms/>) It is the student's responsibility to complete the form in consultation with his/her advisor each semester. The student and advisor should both sign the registration form. If this is impossible, the student is responsible for arranging for the advisor to email the Graduate Program Assistant. The signed form should be turned in to the Graduate Program Assistant before the registration deadline.

The Supervisory Committee.

By the *second semester of the first year* students should begin putting together a supervisory committee. This committee, chaired by the advisor, oversees and evaluates the student's academic progress.

- **For the M.A.**, the supervisory committee normally consists of three members: the major advisor and two other members of the graduate faculty.
- **For the Ph.D.** the Supervisory Committee includes five members. These generally include: the major advisor; one historian representing the minor field; a faculty member from another department at UF, who serves as the External Committee Member; and two other historians. The committee member representing the

Departmental Minor will oversee the Minor Field Examination during the Qualifying Examinations. The External Committee Member represents the Graduate School and has a formal oversight function.

Some faculty members from other departments have a formal relationship with the Department of History (they are called “affiliates”). By university rule affiliates cannot serve as the External Committee Member, but of course they can serve as regular members of the supervisory committee.

Students who enter the program without an M.A. generally name a three person committee for their M.A. and then they add two additional members for the Ph.D. Supervisory Committee. On occasion a student may ask a member of another institution to serve on the Supervisory Committee. College rules allow only one such member on any Committee. Please consult the Graduate Coordinator about this process.

Supervisory Committee forms can be found at: <http://history.ufl.edu/graduate-studies/resources/forms/>

Good standing: All students in the graduate program must be in good standing at all times. The Graduate Catalog provides as follows:

Any graduate student *may be denied further registration* if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.
<http://gradcatalog.ufl.edu/content.php?catoid=8&navoid=1493#Unsatisfactory Progress or Unsatisfactory Scholarship>

As noted in your letters of appointment, the History Department requires graduate students on funding to maintain a 3.5 GPA. Failure to do so will mean loss of your funding.

Individual Development Plan (IDP):

The IDP is an important document that you must submit annually in January to your advisor/s and the Graduate Coordinator. The form requires that you list the courses you have taken and intend to take to fulfill your degree requirements, your teaching assignments, and any professional accomplishments such as grants/conferences/publications. The point of the form is twofold: first, it ensures that the student tracks her/his progress and plans in the program in consultation with the advisor; second, it gives the Graduate Office a written record of those plans. In addition to the form template, each student must submit a brief self-evaluation (200-500 words) detailing her/his accomplishments over the previous 12 months and goals for the upcoming 12 months. The template form should be added to/updated every year, but the written self-evaluation must be submitted new for each year in the program. This can be downloaded from the webpage (<http://history.ufl.edu/graduate-studies/resources/forms/>).

Completion of Degree

The semester before you plan to complete your degree (either M.A. or Ph.D.) you should consult the Graduate School web pages about deadlines and procedures. If you are doing an MA thesis or PhD dissertation, you must comply with all Editorial Office deadlines (these will not be waived. It is usually better to begin to work with the Editorial Office (at 128 Grinter) the semester before the semester you plan to graduate, in order to make sure your thesis or dissertation is in the proper format. Here is a link to the Editorial Office website: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>

Remember that it is often difficult to schedule oral examinations during the busy weeks at the end of the spring semester, and it is often impossible to gather your committee for a summer defense. If you do schedule a summer examination you must be registered for at least 2 credits. If you plan to defend in spring or fall you must be registered for 3 fall credits.

General Course and Credit Requirements

Please find below definitions and descriptions of required seminars, the different kinds of courses we offer, specific credit requirements, and policies regarding incompletes.

A) Required Seminars

Introduction to Historiography (HIS 6061)

This course is required for all PhD and MA students in history during their first year of study. It is intended to introduce graduate students to the history of history writing and to various schools, theories, and philosophies of history. The course is taught in rotation by various members of the graduate faculty. ***Doctoral students must receive a B or better in HIS 6061 for the course to count towards the departmental requirement.***

The Second-Year Seminar

All doctoral students are required to take the Second-Year Research Seminar in the spring of their second year. The goal of the course will be the production of the second-year research paper required of all students. It will be a paper of approximately 10,000 words and should aspire to be of article quality. It should be based on research into primary materials, placed in the context of a larger historiographical conversation. This paper may be a preliminary investigation into a student's dissertation topic, or may be on an unrelated subject.

This paper will be used to assess the students' facility with historiographical discussion and their ability to locate and work with primary-source materials. It will also allow assessment of the students' writing skills. The Second-Year Seminar Paper will be assessed by the Graduate Committee and the faculty member who taught the Second-Year Seminar. The Graduate Coordinator will not participate in

this review. For more on the Second-Year Seminar, see:

<http://history.ufl.edu/graduate-studies/courses-and-syllabi/second-year-seminar/>

Students who successfully complete the second-year research paper are expected to take their qualifying exams within two semesters (summers excluded) of successful completion of the second-year paper.

All doctoral students must also take 6 credits of course work outside the history department.

B) Other Courses and Seminars

Graduate seminars will vary in their scope and assignments. Some will stress original research and writing, some will emphasize intensive reading and historiographic discussion, some will dig deeply into a particular topic, whereas others will introduce students to a wide range of scholarship. Individual instructors will adopt very different approaches even when they are using similar terminology. The best strategy is to inquire about the specific course, but here are some general tendencies:

AMH Foundation Courses

This is the term used for the three-part chronological sequence of courses required of all AMH Ph.D. students. The courses are taught in rotation by AMH professors, and are essentially chronological “readings courses” intended to build historiographic knowledge. PhD students in AMH must take all three-foundation seminars; M.A. students in AMH must take 19th Century and either Modern America or Early America.

All PhD students in AMH must take and complete the Foundation Seminars in their first two years.

Topical Seminars/Readings Courses

This is simply a term used to describe courses that are organized around substantial readings on a particular topic within or across fields. Most graduate seminars currently offered in the department are of this kind.

Research Seminars

As the name suggests, these courses are commonly organized around substantial original research projects. Often research seminars provide a cluster of students with the opportunity to work on their own theses, prospectuses, or dissertation chapters.

Trailers

Sometimes professors permit graduate students to take “graduate trailers” to their upper-level undergraduate courses. These generally involve additional assignments and meetings beyond those completed by the undergraduates.

HIS 6905: Individual Study

Individual study courses can range from 1 to 3 credits. Students may take no more than 12 credits total.

HIS 6910: Supervised Research

Students may take no more than 5 credits of 6910. S/U.

HIS 6940: Supervised Teaching

Students may take no more than 5 credits of 6940. S/U.

HIS 6857: Nonthesis Project

Research for non-thesis M.A. Project. 1-3 credits. Students may take up to 9 credits. S/U

HIS 6971: Master's Research

Students completing a Master's thesis may take up to 6 credits of Master's Research. **Students who are completing a Master's thesis must be registered for HIS 6971 the semester that they defend their thesis.** Students who opt for the non-thesis can only count 3 credits of 6971 towards their degree.

HIS 7979: Advanced Research

Open to doctoral students who have not yet been admitted to candidacy.

HIS 7980: Doctoral Dissertation

Reserved for doctoral students who have been admitted to candidacy at the time of registration.

C) Credit Requirements, Credit Hours, and Incompletes**Credit Requirements**

- 90 credits beyond the BA are required for the PhD degree at the University of Florida. For history PhD students, a minimum of 30 credits is required in regular course work (usually completed in the first two years), and the remaining credits are normally completed in Advanced Research (pre-candidacy) and Doctoral Dissertation research.
- 30 credits are required for the MA degree (both the thesis and non-thesis options).

Credit Hours

- A student who is registered for 9-12 credits is considered a full-time student.
- Assistants on .01-.24 FTE and/or Pre-doc Fellows receiving \$4000 or more per semester must be registered for 12 credits.
- Students on assistantships (between .24 and .74 FTEs) must be registered for at least 9 credits.
- Students on 12-month fellowships (GSF and McKnights) must be registered for classes during the summer sessions.
- Students who have summer assistantships (TAs, for instance) must also be registered for credit hours.

- Details for each semester's requirements can be found here: <http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#registration>
- Students who have received an MA (or JD) at another institution may be eligible to transfer up to 30 credit hours to UF. Please talk to the Graduate Program Assistant about this in the fall of your first year.

Incompletes

- Students may not have more than one incomplete on their record at a time without special permission.
- Incompletes automatically become Fs (at UF an F is called an E) on the record at the end of the next term. Such a grade can easily jeopardize funding.

Fields of Concentration

Each Major Field has its own requirements concerning *Fields of Concentration*. Most require M.A. students to take the appropriate readings seminars in their chosen Field of Concentration. Students should check the relevant field pages on the website (here: <http://history.ufl.edu/graduate-studies/current-students/phd-program/>) and consult with their major advisors for particulars.

The *Thesis* must be based on primary sources and meet the requirements of the Graduate School and Department of History.

The *Final Comprehensive Examination* is an oral examination of two hours conducted by the student's Supervisory Committee. It focuses on the thesis and the student's other graduate coursework. In some cases this examination will be restricted to courses in the Field of Concentration. No written examination is given.

Graduate Examinations: Definitions and Procedures

Examinations are required of all graduate students in their pursuit of both the MA and the PhD. MA students must pass a written and/or oral examination or thesis defense at the end of their program, and PhD students must pass a set of examinations before being admitted to candidacy. The information presented here is intended to explain terms and procedures relevant to these examinations.

Terms and Definitions

Final Comprehensive Examination

This is the examination that M.A. students take at the end of their coursework. The exam takes two different forms, depending on whether or not the student writes a thesis or a non-thesis paper. Non-thesis students take a two-hour written exam followed by an oral examination based on their written examination, their coursework, and their non-thesis paper. Thesis students take no written exam but have an oral defense of their thesis.

Doctoral Qualifying Examination

This is an umbrella term that refers to the various examinations that doctoral students must pass before being admitted to candidacy. These exams include both a written examination and an oral examination. Some of the details and many of the expectations vary from section to section.

Written Examinations

Written examinations in the graduate program follow various formats, some dictated by departmental regulations and some determined by the Supervisory Committee. Generally speaking, written examinations are either open book take-home exams or timed on-site exams.

Oral Examinations

Oral examinations also fill various functions in both the M.A. and doctoral programs. The particular format is usually determined by the Supervisory Committee.

Defense of the Dissertation Topic and Prospectus

Doctoral students generally present a Dissertation Prospectus to their Supervisory Committees sometime between the fourth and sixth semester. In the oral defense the student responds to questions about the prospectus and the larger project. This oral defense of the Prospectus is often combined with the oral portion of the Qualifying Examinations. If it is not part of that examination it must be completed within four months.

Dissertation Defense

This is the oral examination that follows the submission of the dissertation. See the Graduate Catalogue for details.

Examination Dates

The examination for the Master of Arts – the Final Comprehensive Examination – may be scheduled at various times during the semester.

The Doctoral Qualifying Examinations' written components must fall within one of two three-week periods designated by the Graduate Coordinator (often known as the Fall Quals Window and the Spring Quals Window). These exam periods, which are announced at the beginning of each academic year, generally fall in early October and in late March. Students must take all of their written examinations in the same examination period. They have until the end of the next examination period to complete their oral examinations and be admitted to candidacy.

In 2017-2018, the Fall Quals window will begin Monday, Sept 25, 2017 and last through Friday, October 13, 2017. The Spring Quals window will begin the Monday after spring break and end three weeks later, on a Friday.

Scheduling

It is important to underscore that the student is responsible for scheduling his/her examinations, in consultation with the Supervisory Committee and the Graduate Office. The student is also responsible for communicating directly with all members of the committee.

It can sometimes be challenging to find a time when an entire committee can assemble. The best approach is to arrange dates well in advance.

Any student planning to take a graduate examination of any kind should notify the Graduate Program Assistant ten business days beforehand to ensure that the Supervisory Committee as listed on GIMS is correct. There is no specific form for this notice, but the Graduate School stipulates that it be written, indicate the time and place of the examination, circulated to all members of the student's Supervisory Committee, and submitted to the Graduate Program Assistant.

Students may also access GIMS themselves, through this link:
<https://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>

M.A. students may schedule the written and oral components of their Final Comprehensive Examinations for any normal workday when school is in session. ***The department recommends that the oral examinations be completed, and the appropriate forms signed, at least a week before the University deadline.***

The oral component of the Doctoral Qualifying Examination and the Defense of the Dissertation Topic and Prospectus must both be completed before the end of the next Qualifying Examination period. Supervisory Committees will often elect to combine these two oral exams.

Students cannot move on to the oral portion of their Final Comprehensive Examinations (M.A.) or Qualifying Examinations (Ph.D.) until the Supervisory Committee has graded the written portion and submitted a report to the Graduate Coordinator. Upon receiving the written report, the Graduate Coordinator must meet with the student to hand over (and discuss) the report. These steps sometimes take a few days even after the written exam has been graded. Thus, ***students should be sure to leave ample time between the written and oral portions of any examinations*** to allow for unforeseen scheduling delays.

Students who are scheduling a dissertation defense must attach an abstract of the dissertation to the written notice scheduling the examination. (Whenever a student schedules an examination based on a piece of written work the student should provide the Graduate Program Assistant with a final title.)

The Administration of Examinations

Graduate examinations at both the masters and doctoral level are administered by the student's Supervisory Committee. At the doctoral level, the chair of the Supervisory Committee (the student's advisor) oversees the Major Field Examination and the Minor Field Advisor, supervises the Minor Field Examination. For the M.A. Final Comprehensive Examination, the chair of the Supervisory Committee oversees the examination.

Under normal circumstances the chair of each committee solicits questions from each committee member. The chair chooses among the questions, drafts the examination, and circulates it to the committee for criticism and suggestions. Once agreement upon the examination is achieved, the chair submits the examination to the Graduate Coordinator. While matters of substance are the concern of the examination committee, the Graduate Coordinator exercises oversight on behalf of the Department by advising the chair on any

administrative problems or any substantial departure from established program and/or departmental policies. In the event of any such problems, the coordinator will request clarification and/or correction from the chair. After the coordinator's review and any possible clarification or correction, the coordinator approves the examination questions and then passes them on to the Graduate Program Assistant for administration. These procedures should be completed five to ten business days before the date of the examination.

Committees should normally receive and grade a written examination within a week of its being taken. Committees select from the following grade options:

- "Pass" requires the unanimous vote of the committee.
- "Pass with Distinction" requires endorsement by the committee as a whole, but not necessarily a unanimous vote.
- "Conditional" indicates that portions of the written examination are unacceptable. A student who receives a grade of "conditional" must retake relevant portion of the examination. In the case of a Doctoral Qualifying Examination, a student receiving a "conditional" must retake the examination during the next examination period. The student must receive a unanimous "pass" in this retake or be terminated from the program.
- "Fail" automatically terminates the student's graduate career.

Students must receive a grade of "Pass" in the written examination in order to move on to the oral component of any examination.

The Doctoral Qualifying Examination

Purpose of the Doctoral Qualifying Examination

The purpose of the examination, in both the written and the oral components, is to insure: (a) a broad knowledge of their major field of study; (b) a detailed knowledge of their research specialization within their major field of study; (c) a substantive knowledge of their minor field of study in history (either geographic or thematic); and (d) a substantive knowledge of a minor field of study outside of the discipline of history.

Administration of the Doctoral Qualifying Examination

1. The written component of the examination ***will be taken between the fourth and the sixth semester of graduate study.***
2. A student's Supervisory Committee, after consultation with the student, will determine whether the written component of the examination is to be a take-home, unsupervised examination or an on-site, supervised examination along the lines of the department's traditional practice. Whichever format is adopted, all aspects of the written examination are to be completed by the student within the span of three weeks designated by the Graduate Coordinator each semester.
3. The Major Field of Study faculty on the student's Supervisory Committee compose and grade the Major Field written component of the examination. In most cases, the major field exams will take place in two parts, on two separate days. (***See below for discussion of major field exams for students pursuing a dual-major.***)

4. The Minor Field Advisor administers the written examination for the Minor Field. This is often done in consultation with other minor field faculty (who may or may not be on the Supervisory Committee). This examination, like all written exams in the history department, must be graded by at least two members of the graduate faculty. If there is no logical second reader on the Supervisory Committee, then the Minor Field Advisor should ask another faculty member to serve as the second reader. In most cases, the minor field exam will take place on a single day.

5. Students doing a Dual-Major (described here: <http://history.ufl.edu/graduate-studies/current-students/phd-program/#dual>) **do not** do a departmental minor field. Instead, they take major field exams in both of their dual major fields. Dual major exams may be spread out over three days, with one day devoted to a major field, another day devoted to the second, and the third day split between the two. Or the committee and the student may work out another schedule, with the agreement of the Graduate Coordinator, that is equivalent to three days of written exams.

6. The oral component will range over the Major and Minor Fields of Study. The faculty examiners have substantial discretion in how they organize the oral exam and the terrain they choose to cover. In some cases the oral examination may also include the Defense of the Dissertation Topic and Prospectus, if this is decided by the Supervisory Committee in consultation with the student.

Information for Teaching Assistants and Graders

Categories of graduate instruction

Graduate teaching assignments fall into three categories.

The first is that of **grader**. This assignment entails the student assisting an instructor in grading assignments and examinations. The specific duties are arranged with the instructor. The grader does not lead discussion sections.

The second is that of **teaching assistant**. In this position, the student teaches up to three discussion sections (generally with 19 students each) per week. In these sections, the student works with the students on topics and assignments agreed upon in consultation with the instructor. The teaching assistant grades assignments and examinations and must be available to advise the course's students at scheduled office hours. Most teaching assistantship assignments are in large survey courses, but occasionally a graduate student is assigned to TA in an upper-division course. On occasion an advanced teaching assistant (in either an upper-division course or a survey) may be given the opportunity to lecture to the students.

The third is that of **teaching associate**. In this position, the student designs and teaches her/his own survey-level course to a class of roughly thirty-five students. The student decides which books to assign and what types of assignments and examinations to give. Only students who have been admitted to candidacy for the doctorate are eligible for teaching associateships. Teaching Associates are assigned a faculty mentor who examines syllabi and assignments and visits classes.

Additional teaching resources can be found at:

<http://history.ufl.edu/graduate-studies/resources/teaching/>

PLEASE NOTE: Students who are serving as **graders, teaching assistants, or teaching associates** are expected to be familiar with the College of Liberal Arts and Sciences Social Media Best Practices Memo, a copy of which is attached to this document at the back.

Useful Information for TAs and Graders

Advisors for Undergraduates. The Department maintains a listing of faculty assigned to undergraduate advising. Please refer undergraduate students to these faculty advisors should questions about the history major arise.

Examinations/Papers. Copying of examinations is kept in confidence; pick up these projects in the main office (see the office staff). In emergencies, the main office can distribute a make-up exam. Please give the exam and explicit instructions to one of the office administrators.

Appointments: Graders, Teaching Assistants, and Teaching Associates must be in **good standing** (see discussion above, page 14) to receive an appointment. As set out in your letters of appointment, the history department requires all graduate students who are on funding to maintain a GPA of 3.5. Students with less than a 3.5 are not in good standing for purposes of appointments and will lose their funding. In addition, students who fail to perform their assigned duties as graders, assistants, or associates, or who are the subject of undergraduate complaints that are substantiated (see Social Media Best Practices memo, attached), may be subject to disciplinary action up to and including termination and loss of funding.

Dean of Students Office: If any of your students report they are anxious or depressed, you can refer them to the Dean of Student's Office. Information about that office and its services are here: <http://www.ufl.edu/student-life/health-safety/>

Illness. If you become ill or are called away unexpectedly, you are responsible for making appropriate arrangements. If you must cancel your class(es), please let your faculty supervisor know and notify the office staff.

Instructional Resources. The Office of Academic Technology (<http://at.ufl.edu> in 1012 Turlington, 352-392-0371) will provide instructors with slide projectors, VCR/TXS, etc. There is also a Film Library (<http://www.film.ufl.edu/resources.html> at 2301 Turl) that has an extensive video collection. The Department also maintains an account for slide processing and other photographic processes for instructional purposes, but prior approval is required before using these resources.

Office Hours. During the first week of class, teaching assistants will be asked to complete a form listing office hours and section assignments. Please return this form to Mallory Buchyn in the Main Office.

TA/Grader Resources. The Department of History will provide graduate student instructors with limited copying services for course-related matters. Please submit a work order to the front office with at least 24 hours notice. (The beginning of every semester is especially busy, so please give the office staff as much notice as possible when requesting copying services.) Finished projects will be placed in your mailbox (except for exams, which must be picked up in the front office).

Writing Assistance: If any of your students have particular problems writing, the UF Writing Studio offers programs that might help them: <https://writing.ufl.edu/writing-studio/>

Advice on being a TA. The Graduate Program web page has a range of websites offering useful advice on how to prepare and lead discussion sections.
<http://history.ufl.edu/graduate-studies/resources/teaching/>

In addition, the Center for Teaching at UF conducts a “Teaching More Effectively workshop series. For more information, see https://teachingcenter.ufl.edu/ta_development.html
The Center for Teaching also provides additional resources and aid for teachers.

College of Liberal Arts & Sciences
Department of History
Office of the Graduate Coordinator
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August 19, 2016

To: All Graduate Students, Department of History

From: Elizabeth Dale

Cc: Sean P. Adams, Nina Caputo, Ida Altman

Re: Social Media, Best Practices

1. Before you contact a student, think about **what**, **how**, and **why** you communicate with them on Facebook, email, twitter, or through texts. Inappropriate communications can come in many forms, and sometimes a message with the best intentions can be misinterpreted. It's a good rule to think that any communication you send to an active student may be read out loud in the Chair's office with the Graduate Coordinator in attendance; if you think you might be uncomfortable doing that, then don't send the message!

2. Inappropriate communications can range from sexually harassing to abusive or demeaning. The university has set out a number of policy guidelines about what is or is not appropriate, please inform yourselves about UF's policies about sexual harassment.

http://hr.ufl.edu/wp-content/uploads/publications/PreventHarassment_brochure.pdf

3. The same guidelines for appropriate communications apply to face-to-face communications and interactions.

4. The Department, the College, and the University take complaints of this sort very seriously. If you are the subject of a complaint that is determined to be substantiated, you may be subject to disciplinary action, up to and including termination and loss of funding.

5. As a graduate assistant, you have a duty to report harassment or inappropriate communications claims made by students. If you receive such a complaint, you need to notify me, Dr. Adams, or Dr. Caputo ASAP.

Should you have any questions about this, please feel free to contact me or direct your questions to the staff at the Dean of Students office.

Introduction to the Profession: Tools and Resources

In order to introduce graduate students to the career of the professional historian, the Department of History offers a series of **professionalization workshops** on an annual basis. The topics covered include: working in archives, writing grant proposals, giving conference papers, publishing, and negotiating the job market (letters, mock interviews, practice job talks). As well, we have semi-regular, informal “brownbag” (aka “bring-your-own-lunch”) sessions giving graduate students and faculty a common forum for professional development and intellectual community. Stay tuned to the grad student listserv for information on the AY17-18 professionalization workshops and brownbags!

In addition, you will want to familiarize yourself with the following resources:

Professional organizations:

- American Historical Association (<http://www.historians.org/>)
The annual meeting of the AHA is held in early January in different cities throughout the country. Members receive the *American Historical Review (AHR)* and *Perspectives*, and receive a discount on conference registration. The AHA website has a wealth of information about research, training, and the job market. The AHA annual meeting is a high-profile and large event; many job interviews are held here.
- Southern Historical Association (<http://thesha.org/>)
While founded to take an “investigative rather than memorial approach to Southern history,” the SHA also has active sections in European, Latin American/Caribbean, women’s, and labor history. The annual meeting of “the Southern” is held in the fall in different cities throughout the region. Many graduate students find that presenting a paper and attending panels at the Southern is a great way to network and get feedback on their ideas early in their careers.
- Area/field organizations like the African Studies Association, Organization of American Historians, American Society of Church History, etc.
- Thematic/methodological organizations like the Social Science History Association, Urban History Association, etc.

Professional publications:

- Perspectives, the monthly magazine of the AHA
Perspectives features short reports on the profession, pedagogy, and other related topics, as well as grants/fellowships and job ads.
- The Chronicle of Higher Education (<http://chronicle.com/section/Home/5>)
In addition to “headline news” relevant to higher education, the Chronicle features valuable advice columns on life in academia. This is also an excellent resource to consult before going on the job market.
- Inside Higher Education (<http://insidehighered.com>)
In addition to news on higher education generally, Inside Higher Ed has

columns on graduate study, job searches, and other professional issues.

Scholarly Journals:

You will want to regularly follow general history, field-specific, and interdisciplinary academic journals to keep abreast of the latest research and scholarly developments. Many journals offer automatic email notifications of their tables of content – simply check on the publisher’s website to register. Some important general journals include:

- *American Historical Review*
- *Comparative Studies in Society and History*
- *Journal of Modern History*
- *Past and Present*
- *Social Science History*

Topical and area listservs:

Listservs are valuable resources for keeping up with developments in your subfield as well as for scholarly exchange. Members submit book reviews, teaching resources, and other relevant queries. H-net includes an invaluable Job Guide.

- <https://networks.h-net.org/> (ex: H-France, H-Citizenship)

History-related blogs:

With the digital revolution, thinking about, writing about, and teaching history have found expression in informal online blogs. You might be interested in a blog by a historian in your field, or in thinking more broadly about how historical inquiry can be engaged with on a more public scale. Here are some suggested starting points:

<http://historynewsnetwork.org/> - a general website focused on “public history”; it has a tab on the top listing history blogs

Seminars, Fall 2017

AMH 5930, History of Racism, Dr. Hart, T 8-10

AMH 6198, Early American Society, Dr. Sensbach, R 8-10

EUH 6174, Conversion, Middle Ages, Dr. Curta, W E1-E3

HIS 6061, Historiography, Dr. Kroen, M 8-10

LAH 6936, Seminar on the History of Brazil, Dr. Needell, W 8-10

Current List of Seminars, Spring 2017

Second-year research seminar – Dr. Davis

Empire and Imperialism – Dr. Harland-Jacobs

Power and Politics – Dr. Link

Modern America – Dr. Wise

General Timeline of Graduate Study

Year 1

Historiography

Graduate Seminars or Trailers

Grading/TA'ing

Language courses/exams (*if applicable)

Year 2

Second Year Research Seminar

Graduate Seminars or Trailers

Grading/TA'ing

Language courses/exams (*if applicable)

Year 3

Reading courses/Independent Study

Grading/TA'ing

Qualifying Exams (aka “Quals”) (written + oral)

Dissertation Prospectus Defense

Upon successful completion of your exams and required coursework, you will reach ABD status (“all but dissertation”)

Year 4

Dissertation Research

Teaching

Year 5

Dissertation Research/Writing

Teaching (*variable on funding*)

Year 6+

Dissertation Research/Writing
Teaching (*variable on funding*)

**Annual Individual Development Plan
Department of History
Graduate Program**

Name: _____ UFID#: _____

A. Background:

Semester Admitted to UF: _____

Institution/Date of BA Degree: _____

Institution/Date of MA Degree: _____

B. Fields:

Major Field of Study (circle one): AFH AMH EUH LAH DUAL

If dual major, indicate fields: _____

Department Minor Field: _____

Date quals exams (written and oral) completed: _____

C. Supervisory Committee:

Semester committee entered into GIMS: _____

Date of prospectus defense: _____

Major Advisor: _____

Departmental Minor: _____

External Member: _____

Faculty Member: _____

Faculty Member: _____

D. Course Work

1. **Major Field(s):** 12-18 Credits [students with Dual Major need 21-27 credits total]

Course Code	Credits	Semester/Yr	Course title	Instructor

For Europeanists only:

Major Chronological Field (pick one): Modern Europe, Medieval/Early Modern, Late Antiquity/Medieval

Subfield 1 (within major chronological field): _____

Subfield 2 (within major chronological field): _____

2. **Department Minor Fields** (9 Credits) (identify minor field):
[students in Dual Major do NOT take a minor field]

Course Code	Credits	Semester/Yr	Course title	Instructor

3. Other Department Required Courses

Course Code	Credits	Semester/Yr	Course title	Instructor
HIS 6061			Historiography	
			Second-Year Seminar	

4. **Courses Outside Department** (3 credits required):

Course Code	Credits	Semester/Yr	Dept	Course title	Instructor

5. **Languages** (required of graduate students in AFH, LAH, EUH, and some Dual Majors)

Language	Passed by (test, course, etc)	Date passed

Title	Submitted to what journal/encyclopedia/etc?	Status (accepted, revise and resubmit, etc)	Published (date)?

5. Certificates, internships, or other activities related to your professional training:

Activity (ie, certificate, internship, etc)	Date begun	Date completed

6. Yearly reports (please attach pages)

Student’s annual report (200-500 words on your activities, plans) (you will need to submit one each year in the program)

Advisor’s annual report (for each year in the program)

Teaching mentor reports (for each semester)

Copies of the syllabus for any course you taught on your own should be attached as well each year.

Signatures (this form is cumulative, so please just sign and have your advisor sign once a year):

Your signature Date

Advisor signature Date

Your signature Date

Advisor signature

Date

Your signature

Date

Advisor signature

Date

Your signature

Date

Advisor signature

Date

Your signature

Date

Advisor signature

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Advisor signature

Date

Notes

Revised 8/7/2017 muc