

*A Guide to the
Graduate Program in History*

**University of Florida
2020-2021**

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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 and covering nearly all parts of the world. With approximately 35 permanent faculty members and a dozen historians in other departments and centers, we endeavor to train serious, sophisticated, and creative 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 is aimed at 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 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: <https://history.ufl.edu/graduate-studies/current-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 Grad Care (health insurance)
- Graduate Assistants United (graduate student 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. Jon Sensbach, 352-273-3396, jsensbach@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, hazelp@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. Elizabeth Dale, edale@ufl.edu
Associate Chair:	Dr. Jessica Harland-Jacobs, harlandj@ufl.edu
Graduate Coordinator:	Dr. Jon Sensbach, jsensbach@ufl.edu
Associate Graduate Coordinator:	Dr. Lauren Pearlman, lpearlman@ufl.edu
Undergraduate Coordinator:	Dr. Heather Vrana, hvrana@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 HR, budgetary, and financial issues. She also supervises all the office staff. *This is who to see if you have payroll issues.*

Academic Assistant: Melissa Hale, melissa.hale@ufl.edu

- The Academic Assistant works with the Associate Chair and Undergraduate Coordinator in arranging schedules for undergraduates, orchestrating registration, scheduling classes, 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 2020-2021

AFRICA

Nancy Hunt: Africa, Health

Philip Janzen: Africa

Susan O'Brien: Modern West Africa/Gender,
Religion

ASIA

Sandy Chang: Southeast Asia, modern China,
colonialism, migration, gender and sexuality studies

James Gerien-Chen: legal history/empire

EUROPE

Seth Bernstein: Russia

Nina Caputo: Medieval Spain/Jewish**

Florin Curta: Medieval Eastern Europe,
Mediterranean/Ethnicity*

George Esenwein: Modern Spain/Political

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

Anton Matytsin: Early Modern Europe

CARIBBEAN & LATIN AMERICA

Fernanda Bretones Lane: Colonial Caribbean

Max Deardorff: Iberian Atlantic World

Lillian Guerra: Cuba, Modern Caribbean

Jeffrey Needell: Modern Latin America/Brazil/
Urban, Cultural, Intellectual, Political

Heather Vrana: Modern Latin
America/Guatemala/Student
Activism/Disability

UNITED STATES

Sean Adams: 19th Century/Economic/Political

Jeffrey Adler: 19th & 20th Century/Urban, Crime

David Canton: African-American History, Director of the
African-American Studies Program

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

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 2020**

****On leave AY 2020-2021**

*****Joins the faculty in Fall 2020**

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 at least once a day to ensure that this communication is successful. Students are responsible for any information that is sent out on the Graduate Student listserv. Please make sure that you respond to all Grad Office communication in a timely manner.

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.** You can get a key to this room from Erin Smith for an \$8 deposit.

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.

Please note that due to Florida's **Sunshine law**, all email communication through your UFL account is the property of the state of Florida and as such, is subject to public records requests. For more information, see: <https://ufcn.urel.ufl.edu/email/email.html>

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).

- In the case of students who are on continuing 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 to the Graduate Office **by March 15, 2021.**
- The Graduate Coordinator, in consultation with the Associate Chair, also makes recommendations for summer teaching positions following an emailed call for applications early in the spring semester. Decisions on what summer courses will be offered are made by the College.
- The department does not offer funded positions to terminal MA students, but on rare occasion, positions have come available for advanced MA 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://one.ufl.edu>). 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. The Department is not responsible for any personal property left behind. A key to this room can be obtained from Erin Smith with an \$8 deposit.

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://gatorcare.org/gatorgradcare/>

Students who are on fellowship are eligible for United Healthcare. For information, start here: <http://healthcompliance.shcc.ufl.edu/insurance/faq/pre-post-doctoral-fellows/>

For questions about health insurance, you may contact 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- Lauren Krebs (l.krebs@ufl.edu)
- Vice President- Danielle Barrientos (dbarrientos13@ufl.edu)
- Treasurer- Jeffrey Jones (jeffrey.jones@ufl.edu)

Keys. Graduate students have the option of requesting 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.

Library Carrel. 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>

Mailboxes. Mailboxes in the Grad Lounge (KF 011) are 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 is provided to Teaching Assistants and Associates only. Because of limited space, three or more people may have to share a desk. Please see the Academic Assistant for office assignments.

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 expect 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 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 are distributed by email each semester. 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 Academic Program

No two graduate students will follow the exact same intellectual trajectory during their time at UF. While the History Department has program requirements and certain guidelines in place, you will have a tremendous amount of freedom to explore your individual areas of interest, to develop additional skills and expertise, and to forge your own path as an historian. When in doubt, consult with your first-year advisor, your unofficial mentors or official supervisory committee, and/or the Graduate Coordinator.

For detailed information on the supervisory committee, see below, page 23, “**Academic Mentorship**”

Major/minor fields at a glance.

PhD students are admitted to the program in one of two tracks:

- in one of our existing **major fields** (African History—AFH; US History—AMH; European History—EUH; Latin American and Caribbean History—LAH). Major fields require completion of 12-18 graduate credits; specific requirements vary for each major field, so please read the relevant information on our website, <https://history.ufl.edu/graduate-studies/current-students/phd-program/>
 - All AFH/AMH/EUH/LAH students also develop a **minor field**. Minor Fields are tailored to students’ own particular needs or interests and/or to complement their dissertation research. All minor fields require at least 9 credits of relevant course work.

Major/minor field definitions and their requirements vary by specialization.

* For information on AFH, see <http://history.ufl.edu/graduate-studies/current-students/phd-program/fields-of-study/african-history/>

* For information on AMH, see <http://history.ufl.edu/graduate-studies/current-students/phd-program/fields-of-study/united-states-history/>

* For information on EUH, see <http://history.ufl.edu/graduate-studies/current-students/phd-program/fields-of-study/european-history/>

* For information on LAH, see <http://history.ufl.edu/graduate-studies/current-students/phd-program/fields-of-study/latin-american-history/>

- in a “**dual major**” that combines two major fields, two minor fields, or a major and a minor field, for example “Atlantic & World History.” Details on the dual major can be found here: <https://history.ufl.edu/graduate-studies/current-students/phd-program/>

- Students admitted to the PhD program directly after the BA or without an MA in History may earn the MA degree along the way; please refer to all MA requirements in this handbook.

Terminal MA students are admitted to the program in one of our major fields (African History—AFH; US History—AMH; European History—EUH; Latin American and Caribbean History—LAH).

- All MA candidates must complete 12 graduate credits in their major field; specific requirements may vary for each major field, so please read the relevant information on our website, <https://history.ufl.edu/graduate-studies/current-students/ma-program/>
- All MA candidates are also required to complete 3 credits in a History graduate seminar outside of their major field.

General Course and 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.
 - PhD requirements include successful completion of:
 - Required coursework (Section A, below)
 - Major/minor field completion through elective coursework and credit hours (Section B, below)
 - Language requirements, if relevant (Section C, below)
 - Qualifying Examinations and approval of a Dissertation Prospectus (Section D.2., below)
 - the completion of an original dissertation (Section E, below)
 - Successful dissertation defense (Section F, below).
 - PhD students are expected to actively participate in the intellectual life of the History Department and the College of Liberal Arts and Sciences (Section G, below)
 - PhD students may also complete an optional graduate certificate in different programs (Section H, below)
- 30 credits are required for the MA degree (both the thesis and non-thesis options).
 - MA requirements include:
 - Required coursework (Section A, below)
 - Major field completion and elective coursework (Section B, below)
 - Successful completion of Comprehensive Examinations (Section D.1., below)
 - Completion of an original Thesis or Non-thesis Paper (Section E, below)
 - MA students are encouraged to actively participate in the intellectual life of the History Department and the College of Liberal Arts and Sciences (Section G, below)

Section A: Required Coursework

Introduction to Historiography (HIS 6061)

This course is required for all PhD and MA students in history during their first year of study. It introduces 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 8,000-10,000 words and should aspire to be of publishable quality. The seminar paper should be based on research using 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 themes and issues and their ability to locate and work with primary-source materials. It will also allow assessment of the students' writing skills. 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.

External Coursework

All doctoral students must also take 3 credits of graduate course work (5000 or 6000 level) outside the History Department. This seminar may be used to expand one's knowledge in area studies or in a particular social science discipline, or to fulfill a certificate program.

Section B: Elective Courses, Seminars, and Credits

Apart from the two required History Department seminars (Historiography and the Second-Year Seminar) and the required external seminar, graduate students craft their courses of study based on the needs of their major and minor fields, as well as any optional certificate program requirements.

Graduate seminars will vary in their scope and assignments. Some stress original research and writing, some emphasize intensive reading and historiographic discussion, some dig deeply into a particular topic, whereas others introduce students to a wide range of scholarship. Individual instructors may 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 PhD students. The courses are taught in rotation by AMH faculty and are essentially chronological "readings courses" intended to build historiographic knowledge. PhD students in AMH must take all three-foundation seminars; MA 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 MA 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.

Section C: Language Requirements

Proficiency in a foreign language/s is required for PhD candidates in European and Latin American & Caribbean History, and may be required for PhD candidates in African, American,

and “dual majors” fields. Language requirements must be completed before advancement to candidacy.

Details for EUH students can be found here: <https://history.ufl.edu/graduate-studies/current-students/phd-program/fields-of-study/european-history/>

Details for LAH students can be found here: <https://history.ufl.edu/graduate-studies/current-students/phd-program/fields-of-study/latin-american-history/>

Section D: Qualifying Examinations (PhD) and Final Comprehensive Examinations (MA)

Examinations are required of all graduate students in their pursuit of both the MA and the PhD.

Section D. 1. MA Comprehensive Examinations

MA students must pass a written and/or oral **Final Comprehensive Examination** or thesis defense at the end of their program. 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.

Administration of Exam. The MA Final Comprehensive Examination is overseen by the chair of the Supervisory Committee. 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.

Scheduling. The examination for the Master of Arts – the Final Comprehensive Examination – may be scheduled for any normal workday when school is in session, but before the Graduate School deadline. Each 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>

For the non-thesis MA track, students cannot move on to the oral portion of their Final Comprehensive Examinations (MA) 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 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. *The department recommends that the oral examinations be completed, and the appropriate forms signed, at least a week before the University deadline.*

Section D.2. PhD Qualifying Examinations & Prospectus Defense

PhD students must pass a set of **Qualifying Exams** in their major and minor fields before being admitted to candidacy. These examinations are taken at the end of a student’s formal course work and before full-fledged work on the dissertation begins, and they include both a **written** and an **oral** component. The purpose of the examination is to ensure: (a) a broad knowledge of the major field of study; (b) a detailed knowledge of the research specialization within the major field of study; (c) a substantive knowledge of the 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.

Major/minor field definitions and their requirements vary by specialization, so please check departmental policies and consult with your advisor and committee.

a. Written Examinations

Written examinations 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.

b. **Oral Examinations**

The particular format is usually determined by the Supervisory Committee.

- c. In addition, students must present a **dissertation prospectus** to their supervisory committee sometime between the fourth and sixth semester. The oral defense of the prospectus is either combined with the oral portion of the qualifying examination or must be completed within four months of the oral examination.
- i. After passing the qualifying exam and prospectus defense, the student is formally admitted into “candidacy” and begins the stage known in the profession as A.B.D., “all but dissertation.”

Scheduling. 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 Qualls Window and the Spring Qualls 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 2020-2021, the Fall Qualls window will begin Monday, October 19, and last through Friday, November 6. The Spring Qualls window will begin Monday, March 15, and will end three weeks later, Friday, April 2.

Each 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>

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 Qualifying Examinations 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.

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 ***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.

7. 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. 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.

8. 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 AHA has tips on preparing for exams:

<https://www.historians.org/assets/documents/About%20AHA%20and%20Membership/PreparingForExams.pdf>

And on the dissertation proposal/prospectus:

<https://www.historians.org/assets/documents/About%20AHA%20and%20Membership/DissertationProposals.pdf>

Section E: The Dissertation (PhD) or Thesis (MA)

The dissertation is the culmination of years of training and apprenticeship in historical research and methods. In consultation with their advisor and mentors, students should begin thinking of a possible dissertation topic early on in the program, as the minor field selection, elective courses, and second year seminar are all opportunities to further identify and refine the topic.

This resource from the AHA Committee for Graduate Students is helpful:

<http://uf.catalog.fcla.edu/permalink.jsp?20UF024851764>

Successful dissertations or theses advance a significant and original historical argument based on primary sources and critical engagement with the existing secondary literature. They must meet the requirements of the Graduate School and Department of History. UF requirements can be found here: <http://graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/>

Section F: The Dissertation Defense

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

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.)

Section G: Departmental Citizenship

Graduate students are expected to contribute actively to the intellectual life of the department and the College as good citizens and active and engaged scholars. This means you should regularly attend talks by visiting historians and humanists, participate in faculty/grad student brownbags, working groups, or writing groups, and attend departmental professionalization workshops. It is understandable that at times conflicts will arise with courses/teaching/deadlines, but regular engagement with local and visiting scholars is an important way to grow intellectually, think comparatively, and expand your academic network.

The Department's professionalization workshops are offered 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 AY20-21 professionalization workshops and brownbags!

Section H: Optional Graduate Certificate Programs

The History Department coordinates with a variety of other units on campus in a wide range of certificate programs.

African Studies

<http://web.africa.ufl.edu/graduatestudies/graduateminor.html>

This graduate minor is aimed at students who are interested in adding a disciplinary dimension to their historical study of the African continent. Students may earn a minor by taking at least 6 credits of courses with a majority African content and having on the supervisory committee at least one faculty member who is not from the History Department and who is affiliated with the Center for African Studies.

Digital Humanities

<http://digitalhumanities.group.ufl.edu/dh-graduate-certificate/>

UF's interdisciplinary graduate certificate in DH provides students with a broad-based study of DH practices; an in-depth experience of DH within a specific discipline; and the opportunity, through its capstone studio course, to produce a portfolio tailored to the student's own discipline and career goals. It is designed for students preparing for faculty positions as well as those seeking alt-ac positions. The certificate is open to graduate students in the College of Liberal Arts and Sciences (CLAS); it draws on existing courses in a number other colleges (the College of Art, the College of Education, the College of Journalism), counts designated courses

retroactively towards the certificate (see list of courses under Requirements), and plans to expand eligibility to graduate and professional students across the university.

European Studies

http://www.ces.ufl.edu/graduate_programs/graduate_certificate.shtml

This program directs and coordinates interdisciplinary instruction, research, and outreach related to Europe. The curriculum provides a broad foundation for students preparing for teaching or other professional careers requiring knowledge of Europe.

Gender and Development

http://web.wst.ufl.edu/graduate/cert_GAD.html

Government and non-governmental organizations are paying increasing attention to the role of gender in development for reasons of equity and efficiency. This certificate program looks to prepare students from various disciplines to work on gender-related equity issues.

Historic Preservation

<http://www.dcp.ufl.edu/historic-preservation/ICCHP>

This program allows Masters and PhD students to learn about the basics of historic preservation. Within the concentration, students are exposed to the breadth of topics in preservation as well as the fundamental characteristics of the field.

Latin American Studies

<http://www.latam.ufl.edu/Academic/gradlas.stm>

This certificate is aimed at tying students' historical studies of Latin America to broader interdisciplinary perspectives on the subject. Students must accrue 12-15 credit hours of Latin American area studies courses to get the certificate.

Medieval Archaeology Certificate Program

<http://www.clas.ufl.edu/medarch/>

This unique program is designed to recognize the importance of the special skills required in the field of Medieval Archaeology. These skills – particularly analytical skills, basic field techniques, knowledge of medieval history, ability to combine written with archaeological sources – are meant to augment the studies of students focusing on Medieval history.

Oral History Internship

<http://www.history.ufl.edu/oral/internships.html>

This program is aimed at introducing History students to an important methodological philosophy. The program's semester-long internships are available to graduate students for either two or three credit hours.

Second Language Acquisition & Teaching

<http://web.lin.ufl.edu/slat.html>

This certificate covers Second Language Acquisition and Teaching (SLAT) training for a variety of languages, including English. Students who are interested in teaching either abroad or in ESL will find this program particularly valuable.

Social Science Methodology

<http://socrim.clas.ufl.edu/criminology/grad/sbs-certificate.html>

The principal mission of the program is to provide thorough training in the research

methodologies that bear directly on the student's planned career. This certificate will be particularly valuable to students who plan to utilize social scientific quantitative analysis in their research.

Women's Studies

http://web.wst.ufl.edu/graduate/cert_WS.html

This certificate program offers the opportunity to develop a thorough grounding in Women's Studies scholarship. Students who pursue this course will be able to augment their historical study of women's issues by developing an interdisciplinary perspective.

General Timeline of Graduate Study

Year 1

Historiography
Graduate Seminars or Trailers
Grading/TA-ing/RA-ing Assignment
Language courses/exams (*if applicable)

Year 2

Second Year Research Seminar
Graduate Seminars or Trailers
Grading/TA-ing/RA-ing Assignment
Language courses/exams (*if applicable)
Completion of MA Requirements if applicable

Year 3

Reading courses/Independent Study
Grading/TA-ing/RA-ing Assignment
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 Assignment

Year 5

Dissertation Research/Writing
Teaching Assignment

Year 6+

Dissertation Research/Writing
Teaching (*dependent on funding*)
Dissertation Submission and Oral Defense

Academic Mentorship

The Advisor.

- Each student has been assigned a first-year **faculty mentor**. 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 mentor during the orientation week.***
- By the end of your first year or the beginning of your second, you should formally choose a **main advisor**. Usually this is the faculty member whose interests most closely coincide with your own.
- 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 others are more hands-off. For some short articles with tips on negotiating the advisor-advisee relationship, see below:
<https://www.insidehighered.com/advice/2017/11/27/changing-graduate-adviser-advisee-relationship-essay>
<https://www.insidehighered.com/blogs/gradhacker/managing-your-advisor>
- 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 and approved by the Graduate Coordinator.

The Mentoring Team/Supervisory Committee.

In addition to your main advisor, 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.

While you may have an informal mentoring relationship with any number of faculty members, by the *second semester of the first year* students should begin putting together an official supervisory committee. This committee, chaired by the advisor, oversees and evaluates the student's academic progress.

- **For the MA**, the supervisory committee normally consists of three members: the major advisor and two other members of the graduate faculty.
- **For the PhD** the Supervisory Committee includes five members. These generally include: the major advisor; one historian representing the minor field; two other historians; and a faculty member from another department at UF who serves as the External Committee Member. 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 MA generally name a threeperson committee for their MA and then they add two additional members for the PhD 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/>

Academic Policies and Procedures

Credit Hours.

- A student who is registered for 9-12 credits is considered a full-time student.
- Students on assistantships (between .24 and .74 FTEs) must be registered for 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.

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.
- Detailed information on the Registration process is located on pages 28-30 of this handbook.

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.

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 and program standing.

Individual Development Plan (IDP).

The IDP is an important document that you must submit annually in March 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 MA or PhD) 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 credits.

Graduate Catalog and Handbook

Additional information on UF Graduate School policies can be found in the Graduate Catalog, online: <http://gradcatalog.ufl.edu/>
The Graduate School Student Handbook can be found here:
<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/Student-Handbook-19-20.pdf>

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 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 the Associate Chair, Dr. Jessica Harland-Jacobs, to request that it be added to the course schedule.
6. 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.**
7. 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/>)

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 _____

GRAD COORDINATOR APPROVAL _____ Date _____

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 but is expected to attend all class sessions and read all course material.

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 and evaluates 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.

TA Training. All graduate students who will receive any form of teaching assignment (Grader/TA/Teaching Associate) are required to complete the Graduate School's TA Orientation offered in August. <http://graduateschool.ufl.edu/admissions/orientation/teaching-assistant-orientation/>

In addition, the Center for Teaching at UF conducts a "Teaching More Effectively" workshop series throughout the academic year. For more information, see https://teachingcenter.ufl.edu/ta_development.html

The Center for Teaching also provides additional resources and aid for teachers, including the important TA Handbook that outlines UF policies and expectations. <https://teachingcenter.ufl.edu/ta-development/teaching-assistant-handbook/>

The History 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/>

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.

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.

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 Melissa Hale in the Main Office.

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 at clas-history-staff@mail.ufl.edu.

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).

Instructional Resources. The Office of Academic Technology (<http://at.ufl.edu> in 1012 Burlington, 352-392-0371) will provide instructors with tech support.

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/>

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.

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/>

August 20, 2018

To: All Graduate Students, Department of History

Re: Social Media, Best Practices

1. Your UF email is to be used for **official, university business only**. Note that according to the Sunshine State laws, all employee communication via UF email is considered public record. For more information, <https://ufcn.urel.ufl.edu/email/email.html>
Please reserve personal communications for your private email account. Note, however, that you should never communicate with students in a class for which you are grading or TA'ing via private email.**
2. 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!
3. 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. <https://hr.ufl.edu/forms-policies/policies-managers/sexual-harassment/>
4. The same guidelines for appropriate communications apply to face-to-face communications and interactions. In most cases, office hours with undergraduates should be held in a Keene-Flint office, and the door kept open.
5. 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.
6. 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 Dr. Sensbach, Dr. Dale, or Dr. Harland-Jacobs 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

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

Professionalization resources at UF:

Graduate School Professional Development Workshop Series & video archive - <https://gradschool.ufl.edu/gims/GimsProtected/Videos/YoutubeVideo.aspx>

Life at UF and in Gainesville

Cultural Activities

There are a variety of cultural events on- and off-campus.

For on-campus events, follow: <https://calendar.ufl.edu/>

The Harn Art Museum has special events, Night at the Museum, changing exhibits, in addition to the permanent collection. <http://www.harn.ufl.edu/>

The Florida Natural History Museum has special and permanent exhibits, as well as the acclaimed Butterfly Rainforest: <https://www.floridamuseum.ufl.edu/>

The Phillips Center for the Performing Arts 2019-20 season brochure: https://issuu.com/ufperformingarts/docs/2019_2020_season_brochure_5.15.19

The city offers a number of public events for free, including Free Fridays live music throughout the summer at Bo Diddly Plaza as well as other events at the Thomas Center and other city spaces. <https://www.facebook.com/GainesvillePRCA/>, <http://352arts.org/>

Depot Park is just south of downtown, with walking/biking trails, a playground, and a variety of public events for free (yoga, capoeira, drum circle, etc.). <https://www.facebook.com/depotpark/>

The Cade Museum for Creativity and Innovation: <https://www.cademuseum.org/>

The Hippodrome Theater screens artsy and foreign films, and has a live stage for theater. <https://thehipp.org/>

Natural Resources

North Central Florida is a dynamic region with numerous natural springs, trails, and parks. Local highlights in Gainesville include Paynes Prairie LaChua Trail, Sweetwater Wetlands, Kanapaha Botanical Gardens, and the city's extensive parks system. UF students can visit the university's Lake Wauberg for a day of fun.

The natural springs are beautiful spots for a swim, kayak, or stroll. Some local favorites include Blue Springs, Poe Springs, Rum Island, etc.

Florida State Parks are responsible stewards of our state's natural sites for hiking, canoeing, or camping. <https://www.floridastateparks.org/>

**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	3		Historiography	
HIS 5939	3		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 Date

Your signature Date

Advisor signature Date

Notes

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