

**DRAFT: DEPARTMENT OF HISTORY
GRADUATE PROGRAM HANDBOOK, 2023-34**

The Graduate Handbook of the Department of History serves as a guide to our program. The handbook spells out explicitly departmental requirements, procedures, timelines, and other essential information concerning progress toward a doctoral degree or master's degree in history. Students and faculty are expected to be familiar with the contents of this publication. Use of this guide is in addition to consulting with your faculty adviser, the graduate director, and the graduate program coordinator.

The Department of History is governed by an elected chair (a tenured faculty member) who has responsibility for both the undergraduate and graduate programs. The Graduate Committee consists of faculty appointed by the chair to oversee the affairs of the graduate students; the graduate director chairs the committee.

Each year, two to three graduate students are designated to represent student issues and concerns to the Graduate Committee. They attend regular meetings with the committee once per quarter and meet additionally as needed.

The Division of Graduate Studies Graduate Student Handbook (<http://graddiv.ucsc.edu/current-students/academic-regulations/index.html>) specifies University of California guidelines for graduate students and should be considered as the primary source of information for general policies. Individual situations may be unique. Please consult with the Graduate Program Coordinator if questions arise when consulting the Grad. Div. handbook. For examples of resources in the Grad. Div. handbook, please refer to Appendix.

Visit UCSC's web site for information regarding the General Catalog (<http://registrar.ucsc.edu/catalog/index.html>), the Academic and Administrative Calendar (<http://reg.ucsc.edu/calendar>), the Student Policies and Regulations Handbook (<http://deanofstudents.ucsc.edu/student-conduct/student-handbook>) and the Official University Policy on Academic Integrity for Graduate Students (<https://www.ucsc.edu/academics/academic-integrity/>) View the departmental web site for additional information and announcements.

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PROGRAM DESCRIPTION

The graduate program in history at UC Santa Cruz has a global and transnational orientation and emphasizes an interdisciplinary and cross-cultural approach to historical studies, encouraging innovative thinking about global historical processes. In consultation with their faculty advisors, students' complete courses of study and original research that bring together their temporal, geographical and thematic or methodological interests. Every PhD student also acquires expertise in a more broadly conceived primary teaching field, defined in terms of geography and period, as well as a secondary teaching field that is focused on a different region or analytical approach.

We offer a rigorous program of instruction and independent work that trains students in the techniques of original historical research and equips them to teach university-level courses in history. Just as the work of most professional historians' centers around both research and teaching, training in these areas constitutes the two essential poles of the graduate program in history.

COURSE AND DEGREE REQUIREMENTS PhD PROGRAM

Getting Started in the Program:

Upon admission into the program, each student is assigned an advisor who is a member of the History Department. The advisor will see the student through the first year in the program and generally continues in this role. Students do have the opportunity to switch advisors, if desired.

During the Fall or Winter quarter, the advisor will serve as instructor for HIS 298 (Constructing the Field), an independent study in which students situate themselves within the field of history by developing a research agenda in relation to the historiography on their geographical and thematic areas of interest. The course also prepares students to embark on research during the summer after the first year while equipping them with a tentative reading list to guide their preparation for the Qualifying Examination.

Students also consult with their advisor when selecting other courses that otherwise help them develop field-specific expertise as well as broader grounding in their primary and secondary teaching fields. The advisor also participates in the student's end-of-year evaluation.

The first year in the program is also a time for students to work independently to familiarize themselves with the requirements for their degree as well as the conventions of the discipline.

Sample Graduate Career in History: Ph.D. Course Work and Degree Requirement Target Dates

	FALL	WINTER	SPRING
<i>First year</i>	HIS 200 HIS 298	2 Graduate Courses HIS 280A	HIS 202 Graduate Course
	◀ course options: research/teaching field reading seminar; second teaching field; outside course ▶		
<i>Second year</i>	2 Graduate Courses	HIS 201 Graduate Course	2 Graduate Courses First language exam Complete M.A. essay review/awarded
	◀ course options: research/teaching field reading seminar; second teaching field; outside course ▶		
<i>Third year</i>	Graduate courses	Graduate courses second language (if required)	Graduate courses end of third year: QE; advance to candidacy
<i>Fourth year</i>	◀ dissertation-related research ▶		
<i>Fifth year</i>	◀ dissertation-related research and writing ▶		
<i>Sixth year</i>	◀ completion of dissertation writing ▶		
<i>Seventh year</i>	◀ completion of dissertation writing ▶		

Until you pass the qualifying exam and are formally advanced to candidacy for the Ph.D. degree, you are expected to complete a minimum of 10 units each quarter (i.e., two graduate level courses or five-unit upper-division in consultation with faculty advisor) to maintain normal academic progress. Completion of a minimum of 14 five-unit courses (in addition to the HIS 280A) is required for advancement to candidacy. No more than 2 independent studies may satisfy the research/primary teaching field requirement.

During your career, you may enroll in courses at other UC campuses through the Intercampus Exchange Program. Study at UC Berkeley is often a good option for languages that are not offered at UC Santa Cruz. For more information, see the Graduate Division's Graduate Student Handbook (<http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>). Please note that the intercampus exchange application for UC Berkeley is due in April. The application for other UC campuses has a deadline each quarter (approximately six weeks prior to the beginning of the quarter). Check the Academic and Administrative Calendar (<http://reg.ucsc.edu/calendar>) for exact dates.

Required Courses

All Ph.D. Students	HIS 200, Methods and Theories of History (Year 1, fall quarter) HIS 201, Directed Research Colloquium (Year 2, winter quarter) HIS 202, Practicing World History (Year 1, fall quarter) HIS 298, Constructing the Field (Year 1, fall or winter quarter) HIS 280 A, History Graduate Proseminar (Year 1)
Research Area/ Primary Teaching Field	Reading seminars in the research area and primary teaching field: Graduate students will complete at least five readings seminars in their research area / primary teaching field. These specializations must be defined in consultation with faculty advisors and declared by the end of the student's first year in the Ph.D. program. Students may substitute independent studies with advisors and other faculty members for up to two of these seminars.. <ul style="list-style-type: none">• Course examples include but are not limited to: 200B, 209A, 210A, 210B, 217, 244, 263, 265 One of the following research seminars during your first four quarters: HIS 204A, History of Gender Research Seminar HIS 204C, Colonialism, Nationalism, and Race Research Seminar HIS 204E, Transnationalism, Borderlands, and History Second teaching field: Two courses from among Borderlands and Transnationalism, East Asian, European, Critical Race and Indigeneity, Gender and Sexuality, Latin American, Middle East and North Africa (MENA), Science, Technology and Environment, U.S., and World History Outside courses: Two graduate courses outside the History Department. Which may be from two different departments.

Foreign Language Requirement

Students whose research centers on a primarily English-speaking part of the world must demonstrate reading competency in at least one foreign language prior to taking the qualifying examination. Students working on all other parts of the world must demonstrate a reading competency in at least two foreign languages prior to taking the qualifying exam; competency in one of the languages must be demonstrated by the end of the sixth quarter of enrollment. Usually, competency will be demonstrated by passing a reading examination administered by a member of the History Department faculty. Students who are native speakers of the language in question or who believe that they have already demonstrated competency through previous coursework or through their performance on a standardized test should petition the graduate director to waive this language requirement.

Language courses may be taken at [UC Santa Cruz](#). If the language you need is not offered at UC Santa Cruz, you may consider enrolling at another UC Campus using the Intercampus exchange. Please consult with the Graduate Program Coordinator on how to apply.

The Department of Literature offers three-week intensive language courses each summer. These are open to all UCSC graduate students in the Humanities Division and are free of charge. The languages vary each summer; an announcement is sent in late Spring quarter.

Schools offering language training outside of UC (provisional list): [Middlebury Institute](#), [San Jose State University](#), [Cal State Monterey Bay](#)

Please note: language courses do not satisfy required graduate coursework.

You must satisfy all language requirements before taking the qualifying exam. Submit a completed Report on Language Requirement (http://graddiv.ucsc.edu/student_affairs/pdf_student_affairs/_interactive/language.pdf) to the graduate coordinator.

Designated Emphasis

Graduate students in history may obtain a designated emphasis on the history Ph.D. diploma indicating that they have specialized in an area. A provisional list of designated emphasis and not limiting: Anthropology, Critical Race and Ethnic Studies, Environmental Studies, Feminist Studies, Film and Digital Media, Latin American & Latino Studies, Philosophy, Social Documentation and Visual Studies and Sociology. Students must fulfill all the requirements for the designated emphasis in addition to the History Department requirements. For more information, visit the departmental web sites.

Anthropology (<https://anthro.ucsc.edu/graduate/designatedemphasis.html>)

Critical Race and Ethnic Studies (<https://cres.ucsc.edu/graduate/index.html>)

Environmental Studies (<https://envs.ucsc.edu/graduate/designatedemphasis/index.html>)

Feminist Studies (<http://feministstudies.ucsc.edu/graduate/designated-emphasis/index.html>)

Film and Digital Media (http://film.ucsc.edu/phd_program/designated_emphasis)

History of Consciousness (<https://histcon.ucsc.edu/graduate/Current%20Students/designated-emphasis/index.html>)

Latin American & Latino Studies (<https://lals.ucsc.edu/graduate/emphasis/index.html>)

Philosophy (<https://philosophy.ucsc.edu/graduate/designated%20emphasis/index.html>)

Social Documentation (http://film.ucsc.edu/socdoc/designated_emphasis)

Sociology (<https://sociology.ucsc.edu/graduate/current-students/designated-emphasis.html>)

Visual Studies (http://havic.ucsc.edu/visual_studies_phd/designated_emph)

MA PROGRAM

***NOTE MA PROGRAM IS NOT ADMITTING AT THIS TIME**

Getting Started in the Program:

Upon admission into the program, each student is assigned an advisor who is a member of the History Department. The advisor will see the student through the first year in the program and generally continues in this role. Students do have the opportunity to switch advisors, if desired.

Students also consult with their advisor when selecting other courses that otherwise help them develop field-specific expertise as well as broader grounding in their primary and secondary teaching fields. They also participate in the student's end-of-year evaluation.

The first year in the program is also a time for students to work independently to familiarize themselves with the requirements for their degree as well as the conventions of the discipline,

Sample Graduate Career in History: M.A. Course Work and Target Dates

FALL	WINTER	SPRING
<i>First year</i>		
HIS 200 HIS 298A or Graduate Course	2 Graduate Courses HIS 280A	HIS 202 Graduate Course
◀ course options: research area seminars ▶		
2 Graduate Courses	HIS 201 Graduate Course	2 Graduate Courses
◀ course options: research area seminars ▶		

Course Requirements

- HIS 200, Methods and Theories of History
- HIS 201, Directed Research Colloquium
- HIS 202, Practicing World History
- HIS 298, Constructing the Field (Independent Study with Advisor)

Research Area: Seven courses (five units each), two of which may be taken outside the History Department. An upper division undergraduate courses may be considered in consultation with faculty advisor, no more than 2 independent studies may satisfy area of research requirements.

One of the following research seminars during your first four quarters:

- HIS 204A, History of Gender
- HIS 204C, Colonialism, Nationalism, and Race
- HIS 204E, Transnationalism, Borderlands, and History

Two-unit courses:

- HIS 280A

MASTER'S DEGREE

All UCSC History Department graduate students pursue an MA, whether as a terminal degree or as a step toward the Ph.D.

M.A. Students

The M.A. degree is awarded after two years in residence, provided that the following requirements have been met:

1. Completion of 12 five-unit courses and 1 two-unit Proseminar
2. Removal of all Incomplete notations on record
3. Approval of an M.A. essay, an average word count of 8000-10000, excluding footnotes and bibliography.

***NOTE MA PROGRAM IS NOT ADMITTING AT THIS TIME**

Ph.D. Students

The M.A. degree is awarded after two years in residence, provided that the following requirements have been met:

1. Completion of 12 five-unit courses and 1 two-unit Proseminar
2. Completion of the first language requirement
3. Removal of all Incomplete notations on record
4. Approval of the M.A. essay, an average word count of 8000-10000, excluding footnotes and bibliography.

Exception From Course Work

Ph.D. students who have a master's degree in history from another institution are expected to complete the requirements for the M.A. at UCSC. You may, in consultation with your faculty adviser, request a Fast Track. To be eligible to request a FAST TRACK, the M.A. awarded must be written in English. (A Fast Track is submitting the M.A. awarded from the other institution, in place of completing an M.A. at UCSC. A Fast Track may make you exempt from taking HIS 201 and remove 1 graduate elective course requirement. This request must be made in the Fall quarter of your first year.

MASTER'S ESSAY

Students are required to produce a substantial research essay grounded in original research in primary historical documents. A successful essay will reflect a general understanding of the field of inquiry along with a critical grasp of the scholarship that currently defines the field; deep knowledge of the specific subject under investigation; the application of appropriate analytical models; and a well-supported interpretation of the materials explored. This essay could (but need not) be a segment of a larger project; but it must be a complete, self-contained essay in and of itself.

Students enroll in [HIS 201](#), Directed Research Colloquium, the winter quarter of their second year. The final essay (pdf copy) must be submitted to the graduate program coordinator by the spring quarter deadline.

Procedure

- ❑ Meet with Advisor in first year (ideally, by Winter quarter) to identify summer research and funding possibilities.
- ❑ Enroll in course 201, Directed Research Colloquium, the winter quarter of your second year.
- ❑ It is understood that you will work intensively with your reader in the preparation, crafting, and revising of your essay. You must submit your essay to your reader at the end of winter quarter. Your reader must sign off on the title page of the paper as an indication that they have read and approved the paper for submission.
- ❑ The final essay (a hard copy and pdf copy) must be submitted to the graduate program coordinator by the spring quarter deadline. The deadline (the 2nd Thursday of the Spring Qtr.) will be specified in the department's call for M.A. essays.
- ❑ A completed Application for the Master's Degree (http://graddiv.ucsc.edu/student_affairs/pdf_student_affairs_interactive/app_mas.pdf) must be filed with the graduate coordinator with the submission of your final essay.

Essay Review and Evaluation

In mid to late Spring quarter, the Graduate Committee evaluates the master's essays and makes recommendations to the graduate director on the awarding of the M.A. degree.

Awarded M.A. Degrees will post to student transcripts a minimum of 6 weeks following the grade deadline for Summer Session II. PhD students who receive a M.A. Degree en route to their Ph.D. degree

will not receive a diploma, as it is not a terminal degree. M.A. students may expect to receive their M.A. Degree a minimum of 6 weeks following the grade deadline for Summer Session II.

If the Graduate Committee feels that your essay is not of passing quality, they will solicit comments from the 201 instructor and from your reader. The committee may ask you to revise the essay. If so, they will provide detailed feedback and set a new submission deadline. A new Application for the Master's Degree must be filed with the graduate coordinator by the end of the second week of the quarter in which the revision is due.

For Ph.D. students: If the Graduate Committee deems your essay not to be of passing quality, it will also review your overall academic record and make a recommendation to the graduate director regarding your preparedness to proceed to the qualifying exam. If it is decided that you are not making adequate progress in the program, you will be asked to take a terminal master's degree after the successful revision of your MA essay.

SAMPLE TITLE PAGE FOR MA ESSAY

UNIVERSITY OF CALIFORNIA

SANTA CRUZ

(TITLE)

An essay submitted in partial satisfaction
of the requirements for the degree of

MASTER OF ARTS

in

HISTORY

by

(YOUR NAME)

(MONTH & YEAR)

The Essay of **(YOUR NAME)**
is approved:

(Reader's signature)
Professor **(READER'S NAME)**

The qualifying examination (QE) emphasizes field mastery, integration of material from different fields, and focused preparation for dissertation research. The QE culminates in a three-hour meeting during which a student presents and discusses a dossier that has been submitted to the student's committee at least three weeks in advance. The examination is taken by the spring quarter of the third year. Prior to taking the QE, all incomplete notations (I) must be cleared from the student's record and students must take and pass their language examination(s). Additionally, the student must be registered the quarter the examination is taken.

The QE committee must consist of at least four examiners. The chair of the committee, which may be your faculty advisor and the outside member must be tenured faculty. The outside member should be from a different discipline at UCSC or a tenured member of the same or a different discipline from another campus. In the event that the off-department member is untenured, a fifth off-department member who is tenured must be appointed to the exam committee. Your Committee Nomination for Ph.D. Qualifying Examination form (http://graddiv.ucsc.edu/student_affairs/PDF/interactive/qe_qual.pdf) is due to the graduate coordinator a minimum of six weeks prior to your exam. You are responsible for scheduling your exam day and time. If you wish to use one of the History Department conference rooms, contact the graduate program coordinator, morrisc@ucsc.edu, to make a reservation. It is also your responsibility to notify the committee and the department regarding any scheduling changes or postponement of the exam.

The four exam fields are designed in consultation with your QE committee members. You will prepare for the exam through regularly offered courses and independent readings courses sponsored by your examiners. You are required to take at least five courses in research and primary teaching fields combined. You are also required to take at least two courses in the secondary teaching and outside fields. The fields are as follows:

- ❑ **Research Field:** In consultation with their faculty advisors, students will designate a primary field for research and teaching, defined by their temporal, geographical, and thematic or methodological interests, by the end of their first year in the program.
- ❑ **Primary Field of Teaching:** In consultation with their faculty advisors, students will designate a primary field for research and teaching, defined by their temporal, geographical, and thematic or methodological interests, by the end of their first year in the program. The link will include a current but not exhaustive list of these specializations.
- ❑ **Second Teaching Field:** Each Ph.D. student also prepares a second teaching field different from the primary area of research interest and can choose from among Borderlands and Transnationalism, East Asian, European, Critical Race and Indigeneity, Gender and Sexuality, Latin American, Middle East and North Africa (MENA), Science, Technology and Environment, U.S., and World History.
- ❑ **Outside Field:** One field outside history, such as anthropology, literature, feminist studies, politics, sociology, or history of consciousness. You will select a field of topical, thematic, or methodological relevance to your dissertation. Your faculty adviser must approve the outside field.

A pass or fail will be given after the examination based on the student's knowledge and research preparation as demonstrated by their dossier and their performance at the meeting. In order to pass the QE, students must receive passing marks from each member of the committee. Immediately following the exam, the QE committee chair will complete the Report on Qualifying Examination form and submit

it to the History Department. If a student does not pass the QE the first time, they may retake only those sections not passed. No one will be permitted to take the QE more than twice.

Qualifying Exam Dossier Requirements

The QE dossier includes three sections, each of which students will prepare in consultation with their primary academic adviser and with the advice of the other examiners. The dossier must include at least one field statement (and, ideally, more than one), two annotated syllabi drawn respectively from the primary and secondary teaching fields, and a 10-15-page dissertation prospectus. Specific requirements for the contents of the dossier may vary by geographic and thematic areas of emphasis. These requirements should be discussed with and agreed upon by the primary advisor and other members of the QE committee at least one full quarter prior to the oral exam date. Complete bibliographies must be appended to each piece of the QE dossier.

A commonly used model for dossiers in the department is the following:

1. Three field statement essay(s). The first and longest essay (25-30 pages) should review the state of the scholarship in students' main area of teaching expertise, broadly defined and reflecting primary fields of employment within the discipline. One of the two shorter essays (roughly 15-20 pages each) should survey the historiography on the student's more specific area of research. The other should focus either on interdisciplinary theoretical or methodological literature related to the student's program of study or a second area of geographical or thematic specialization (or both). The field statements should demonstrate students' broad competence in subject matter as well as mastery of the theoretical issues and historiographic debates in their designated research and teaching of expertise.
2. Two annotated syllabi that demonstrate students' preparation to teach undergraduate courses in their primary and secondary teaching fields. The syllabi should be annotated to show how each class session would be prepared: principal sources for lectures, principal questions for discussion, reasons for assigning particular readings, etc.
3. A 10 -15-page dissertation prospectus that includes an evaluative survey of the literature relevant to your proposed research topic, an explicit statement of research questions, a detailed discussion of the archival sources, and a consideration of the theoretical issues to be engaged.

Note: Although no specific section of the dossier focuses upon the coursework completed outside the History Department, it is expected that this work will be incorporated into different sections of the portfolio, particularly the theoretical or methodological literature and the dissertation prospectus.

Advancement to Candidacy

In order to officially advance to candidacy, students must meet the following requirements:

- Satisfactory completion of all language requirements
- Pass the qualifying exam
- Submit the Nominations for Dissertation Reading Committee form
- Pay the \$90 advancement to candidacy fee through your online student billing account
- Clear all Incomplete notations on record

Advancement to candidacy becomes effective the quarter **following** the submission of the Nomination for Dissertation Reading Committee form and payment of the fee. You must be registered the quarter following your advancement to candidacy. At this time, international students will be eligible for a quarterly reduction in tuition for up to three consecutive years following advancement to candidacy. Students who go on leave do not lose their eligibility.

Timeline for Qualifying Examination

<p><i>By the end of your second year:</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Approach potential committee members selected in consultation with your faculty adviser. The committee must consist of at least four examiners. The chair of the committee and the outside member must be a tenured faculty. The outside member should be from a different discipline at UCSC or a tenured member of the same or a different discipline from another campus. In the event that the off-department member is untenured, a fifth off-department member who is tenured must be appointed to the exam committee. <input type="checkbox"/> Satisfy first language requirement and complete Report on Language Requirement form (http://graddiv.ucsc.edu/student_affairs/pdf_student_affairs/interactive/language.pdf).
<p><i>At least one quarter prior to the exam:</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Satisfy remaining language requirement (if required) and complete Report on Language Requirement form <input type="checkbox"/> Clear all incomplete notations on record.
<p><i>At least six weeks prior to the exam:</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit a Committee Nomination for Ph.D. Qualifying Examination form (http://graddiv.ucsc.edu/student_affairs/pdf_student_affairs/interactive/drc_nom.pdf) to the graduate coordinator. <p>Note: You are responsible for scheduling your exam day and time. If you wish to use one of the History Department conference rooms, contact the graduate program coordinator, morrisc@ucsc.edu to request room reservation. It is also your responsibility to notify the committee and the department about any scheduling changes or postponement of the exam.</p>
<p><i>At least three weeks prior to the exam:</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Your QE dossier must be submitted to your committee members and to the graduate coordinator at least three weeks prior to your exam.
<p><i>Before the exam:</i></p>	<p>Pick up the following forms from the graduate coordinator:</p> <ol style="list-style-type: none"> i. Nomination for Dissertation Reading Committee ii. Report on Qualifying Examination <ul style="list-style-type: none"> <input type="checkbox"/> Is your completed language exam form on file? Confirm with the graduate coordinator.
<p><i>After the exam:</i></p>	<p>Submit the following to the graduate coordinator:</p> <p>Immediately after the exam:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Chair of the Qualifying Examination will see that the Report on Qualifying Examination is signed by all committee members and turned into the graduate program coordinator <p>Following the exam:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Nomination for Dissertation Reading Committee form <input type="checkbox"/> your committee chair will e-mail your QE evaluation to the graduate coordinator <p>Following Advancement to candidacy</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$90 advancement to candidacy fee (online student billing account) <input type="checkbox"/> Course enrollment each quarter will be an Independent Study (299A Thesis Research/Writing) <input type="checkbox"/> Full time enrollment for ABD students is 5 units

The dissertation represents an extensive, book-length project grounded in research in original historical documents. A successful dissertation will reflect a broad and deep understanding of the field of inquiry, a mastery of the scholarship that currently defines the field, detailed knowledge of the subject of study growing out of dedicated research, and the incorporation of appropriate interpretive models. The dissertation plan is laid out in the prospectus submitted with the qualifying examination, and it is unexpected that students remain in dialogue with their advisor and committee members about progress and any revisions to the original plan.

Dissertation committee must consist of at least three faculty members, at least two of whom must be members of the History Department. Outside members are not required.

Degree Application

By the end of the first week of the quarter, an Application for Doctor of Philosophy Degree form (http://graddiv.ucsc.edu/student_affairs/pdf_student_affairs/interactive/app_phd.pdf), which requires dissertation adviser(s) and graduate director signatures, must be filed with the Graduate Division. If you intend to use the filing fee, you must submit a complete draft of your dissertation to your Dissertation Committee and all members must confirm the dissertation is complete other than minor revisions

Filing Fee Status

The filing fee may only be used once, for one quarter and entails a substantially reduced fee but entitles you to file a dissertation. Use of the filing fee is reserved for students who were enrolled or on approved leave the preceding quarter. There will be no further campus privileges, i.e., library, laboratory facilities, faculty time or financial support. Therefore, the dissertation should be essentially complete before applying for Filing Fee Status. The Application for Filing Fee Status: http://graddiv.ucsc.edu/student_affairs/pdf_student_affairs/interactive/filestat.pdf the fee itself (\$188 for 2023-24). Your Dissertation Committee must sign the application, their signature implies that a complete draft was submitted, and only minor revision are needed.

Dissertation Completion

The dissertation should be submitted to the dissertation reading committee before the end of the fifth week of the quarter in which the degree is to be conferred. You should confirm with committee members that an electronic copy is acceptable; some faculty require hard copies of dissertation drafts.

All students should read through the Dissertation and Thesis Preparation Guidelines (http://graddiv.ucsc.edu/student_affairs/guidelines_files/v3_document.htm) and complete a format check with the Graduate Division before submitting the final draft. Contact Veronica Larkin at vlarkin@ucsc.edu for an appointment.

A copy of the **signed** title page along with a PDF of the dissertation must be filed with Graduate Program Coordinator and one copy must be filed online with the Graduate Division by the deadline in the quarter in which the degree is to be conferred (see Academic and Administrative Calendar at <http://reg.ucsc.edu/calendar>).

Dissertation Submission Timetable

<p><i>At least one quarter before filing quarter</i></p>	<ul style="list-style-type: none"> ❑ Confirm availability of dissertation reading committee members for filing quarter. If a committee member is going on leave, make arrangements ahead of time regarding submission of drafts and obtaining their signature on the title page. Original signatures of all members are required. ❑ Read through the Dissertation and Thesis Preparation Guidelines (http://graddiv.ucsc.edu/student_affairs/guidelines_files/v3_document.htm).
<p><i>Beginning of the quarter (contact graduate coordinator for deadline)</i></p>	<p>Submit the following to the graduate coordinator:</p> <ul style="list-style-type: none"> ❑ Completed Application for Ph.D. Degree (http://graddiv.ucsc.edu/student_affairs/pdf_student_affairs/interactive/app_phd.pdf) must have your dissertation adviser's signature ❑ If you intend to use the filing fee, submit to your Dissertation Committee a complete draft of your dissertation, the Application for Filing Fee Status (http://graddiv.ucsc.edu/student_affairs/pdf_student_affairs/interactive/filestat.pdf) with signatures of the entire dissertation reading committee, (\$188 for 2018-19). The graduate director will not sign off on the filling fee application without confirmation from the Dissertation Committee.
<p><i>Before the end of the fifth week of the quarter</i></p>	<p>Submit a final draft of your dissertation to your reading committee. Confirm with committee members whether an electronic copy is acceptable.</p>
<p><i>At least one week before the deadline</i></p>	<ul style="list-style-type: none"> ❑ Obtain signatures of dissertation reading committee members. Allow more time if a committee member is not in the area. ❑ Complete a format check with the Graduate Division (contact Veronica Larkin at vlarkin@ucsc.edu for an appointment) before submitting the final draft.
<p><i>At least three days before the submission deadline</i></p>	<ul style="list-style-type: none"> ❑ Submit online the required copies: <ul style="list-style-type: none"> • Graduate Division: One copy online, hardcopy signed title page • History Department: A copy of the signed title page and a PDF emailed to the History Program Coordinator (Cindy Morris at morrisc@ucsc.edu) ❑ Complete required forms for dissertation (see Dissertation and Thesis Preparation Guidelines for list of forms).
<p><i>Submission deadline</i></p>	<p><u>Fall and Winter:</u> Last day of the quarter</p> <p><u>Spring:</u> Students who are participating in June commencement must submit the final draft in late May (see Academic and Administrative Calendar at http://reg.ucsc.edu/calendar/ for deadline). Students not participating in commencement have until the last day of the quarter.</p>

Academic Advising

Upon entering the program, you are assigned a faculty adviser whose field of expertise most closely matches your research interests. Together you and your adviser devise a plan of study that will enable you to develop mastery within in your research area and primary teaching field. A key component of this process is the independent study (HIS 298) that you will complete in the Fall or Winter quarter of your first year. Meet with your faculty adviser at least once a quarter to review your academic progress and other topics on the faculty adviser checklists (see Appendix for requirements and adviser checklists).

Please note that your faculty adviser may not be available for advising or individual study during a sabbatical. If your adviser is planning to work with you during this time, discuss meeting schedules (if needed) and keeping in touch. You may also wish to discuss who might have signature authority in their absence. If your adviser is not going to be available to you, they should make arrangements with another faculty member to work with you.

If you wish to change faculty advisers, you must complete a Faculty Adviser Change Request form (available from the graduate coordinator), obtain signatures from your current and new advisers, and submit the completed form to the graduate director for departmental approval.

Evaluation of Academic Progress

Each spring, the History Department reviews the academic progress of all continuing students. All first-year students are required to meet with the Graduate Committee to discuss academic goals and progress.

Time to Degree

During your time in the graduate program, you will become familiar with the terms "normative time" or "timely progress." It is important to progress within expected timetables as it affects many aspects of financial support as well as good academic standing.

(See the Graduate Division Graduate Student Handbook)

<https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/section-nine.html> - 11

To maintain satisfactory academic progress and eligibility for fellowships and other benefits, you must

- Complete a minimum of 10 units per quarter during the first three years, or until the qualifying exam is passed;
- Complete and pass the master's essay requirement by the end of the second year;
- Complete the language exam requirements, the first by the end of the second year; the second exam (if applicable) before the qualifying exam;
- Pass the qualifying exam by the end of the third year;
- Submit the dissertation reading committee form and fee of \$90 in order to advance to candidacy following the completion of the qualifying exam, but no later than the end of the 9th quarter of residence;
- Complete the dissertation by the end of the six/seventh year.

Beyond Time To Degree

If you remain in the program past normative time, you will be required to submit the following at the beginning of each academic year:

- Dissertation progress to date;
- Detailed timetable for completion;
- Letter of support from your faculty adviser
- All must be submitted to the Graduate Program Coordinator

Academic Probation and Dismissal from the Program

Students with two Incompletes notations may be placed on academic probation by the department. If all Incompletes are removed within three quarters (or by an earlier date specified by the instructor or department), the academic probation will be lifted. Students who allow their Incompletes to lapse into Unsatisfactory notations are subject to dismissal by the History Department.

Academic probation is not permanently noted on your record but is viewed very seriously. One consequence is that students on probation are not eligible for merit fellowship support and may receive lower priority for academic appointments, e.g., TAships, GSRships, etc.

The by-laws of the Academic Senate state “a graduate student may be dismissed or placed on probation for poor academic performance by the dean of Graduate Studies, upon recommendation of the department.”

All second-year students must successfully complete the MA essay or qualify for the fast-track program. Failure to satisfactorily pass the essay in conjunction with a poor performance record is grounds for dismissal.

Students who fail the qualifying exam twice will be dismissed from the program.

Intradepartmental Academic Grievance Procedure

If you are dissatisfied with your progress in the program or believe that individual faculty or the department as a whole has treated you unfairly, you are urged to meet with the graduate coordinator or graduate director as soon as possible. If the problem is not resolved to your satisfaction, you may submit a letter of grievance to the Graduate Committee. If you remain dissatisfied with departmental action, you may report your concerns to the department chair. If you believe that the department cannot or will not resolve the problem to your satisfaction, then you may turn to the Graduate Division for assistance.

REGISTRATION AND ENROLLMENT

Minimum and Maximum Credit Limits

Students who are not advanced to candidacy must enroll in a minimum of 10 units (two five-unit upper-division or graduate level) each quarter. Students may enroll in up to 19 credits with approval from the faculty adviser is required.

Students who are advanced to candidacy enroll in just one upper-division or graduate level five-unit course (usually HIS 299A, Thesis Research). The call number for HIS 299A is e-mailed each quarter to all ABD students during priority enrollment.

Two-Unit Course

Students are required to take HIS 280A
280A. History Graduate Proseminar: Teaching Pedagogy

Graduate Independent Study Course

If you are interested in taking an independent study in History, you must find a faculty member who is willing to supervise the course. The History Department does not require any paperwork or signatures currently. Contact the graduate program coordinator for a class number for independent study. When requesting a class number, include name of instructor, type of independent study, and number of units. Only **two** independent studies will count as required graduate courses.

Graduate Student Enrollment Exceptions

You are responsible for checking your enrollment each quarter. If you find that you have enrolled in the wrong course, forgotten to add a course or wish to swap a course, you must make the correction before the Add/Drop/Swap deadline (see Academic and Administrative Calendar at <http://reg.ucsc.edu/calendar/>). If you miss the Add/Drop/Swap deadline, requests for enrollment

exceptions must be submitted to the graduate coordinator. **Exceptions are intended for special circumstances only.** Excuses such as forgetting to enroll will not be considered.

Procedures

After the Add/Drop/Swap deadline but before the Add By Petition deadline:

- Submit an Add By Petition form to add a class (forms available at the Registrar's Office, \$10 fee).
- To drop a class, e-mail the graduate coordinator at morrisc@ucsc.edu with the class information (i.e., class number, title, instructor, quarter/year), the reason for dropping the course, and why you missed the deadline.
- The graduate coordinator will confirm that you will still be enrolled in the minimum required units after dropping the class.
- If your request is approved, the graduate coordinator will contact the Registrar's Office to request an exception on your behalf.
- The Registrar's Office will process the enrollment transaction in AIS.
- You will be assessed a \$10 late enrollment fee.

After the Add By Petition deadline but before the last day of the quarter:

- Graduate students must contact the graduate coordinator regarding any enrollment issues.
- The graduate coordinator determines whether to request an enrollment exception.
- Written support from the instructor will be required if the graduate coordinator proceeds with the request.
- The graduate coordinator will confirm that you will still be enrolled in a minimum number of units after the enrollment adjustment.
- If the department supports the request and has written support from the instructor, the graduate coordinator will submit a request to the Registrar's Office.
- The Registrar's Office will process the enrollment transaction in AIS.
- You will be assessed a \$10 late enrollment fee.

After the close of the quarter:

Changes to enrollments after the end of the quarter require approval through the dean of Graduate Studies. The process is the same as above, except that the request for enrollment exception will be submitted to the Graduate Division.

Residency Requirements for Nonresident Students

Information regarding residency requirements for tuition purposes is available on the Office of the Registrar's web site at <http://reg.ucsc.edu/students/residency.htm>.

Consult the Graduate Division's Graduate Handbook (<http://graddiv.ucsc.edu/current-students/academic-regulations/index.html>) for information regarding Leave of Absence, Part-time Enrollment, and In-Absentia Status.

History Ph.D. students normally are supported through teaching assistantships. Students who are advanced to candidacy are eligible to teach Summer Session courses and/or a one-quarter teaching fellowship (pending funding). Some fellowships are available to first year and advanced students through university wide competition. Additionally, the department offers a limited number of small fellowships for research and travel.

The History Department does not normally provide financial support to its M.A. students; however, you may apply for available teaching assistantships.

Department Fellowships

Each year the History Department invites its Ph.D. students to apply for summer research fellowships and summer dissertation research and writing fellowships (pending funding). The call for applications is issued early to mid-spring quarter. Students must be currently enrolled and in good academic standing.

History Department Dissertation Sabbatical Fellowships: This award is designed to enable Ph.D. dissertation candidates to make swifter progress on their dissertation research and writing by offering fellowship support and either part-time or in-absentia fee remission without teaching obligations. Eligibility requirements that will be detailed in annual call, issued in early to mid-spring quarter.

Travel Grants

The History Department offers small travel grants (pending funding) during the academic year to provide assistance to students who must travel to archives or professional conferences, if presenting. Funding will be approved for transportation, conference registration, and/or lodging only; meals will not be reimbursed. You may only apply once per academic calendar year (July 1- June 30) and applications are available by request from graduate program coordinator. Applications must be submitted at least two weeks prior to travel. Contact the Graduate Program Coordinator for the form.

Limited funds are available through the Committee on Research (COR) for the purpose of encouraging cooperative use of the library (including the Huntington Library) resources, research facilities, and field stations of the University. Graduate students who require access to facilities at other University campuses for their dissertation research are eligible and will be supported as funds permit. For application procedures, go to <https://senate.ucsc.edu/committees/cor-committee-on-research/grant-applications/smt-application-info.html> (Scholarly Meeting Travel Guidelines > Intercampus Research Travel).

Outside Fellowship Support

The Humanities Institute (<https://thi.ucsc.edu>) maintains a pool of resources to fund graduate student travel. Deadlines for applications are set each quarter.

Each fall the Humanities research coordinator provides lists of graduate grants for history students. All students are strongly encouraged to apply for outside fellowships in the area of study in which they are working.

For more information about financial support, see the Graduate Division's web site, <http://graddiv.ucsc.edu/aid>.

GRADUATE STUDENT EMPLOYMENT

Graduate Student Researchships (GSR)

GSRships are appointments funded by grants involving the student in research under the direction of a ladder-rank faculty member or Principal Investigator. Faculty contact students directly when positions are available. These are not common sources of graduate student funding.

TEACHING APPOINTMENTS

Teaching Assistantship Appointment

Teaching Assistant (TA) positions are the most common appointment (all full-time graduate students are eligible) in which the graduate student works under the supervision of the instructor of record and leads discussion sections independently.

Teaching assistantships are awarded annually in late June-early July for the following academic year. After that date any changes in assignment are made in consultation with the Graduate Director, graduate program coordinator and instructor.

History Department graduate students who have been appointed to History courses are guaranteed a TAship. However, changes in undergraduate enrollment may necessitate the reassignment of a TAship, even after the first week of the quarter. In making last minute changes, every effort is made to minimize inconvenience to teaching assistants and faculty alike. If a change must be made, teaching assistants will be notified in writing.

Should a graduate student wish to resign from a TAship, the department and course instructor must be notified in writing immediately.

Application and Assignment Procedure

- ❑ All eligible students will receive an e-mail in mid Spring quarter that includes TA Course Preference Form. The form will include courses with TA Allocation(s), listed by quarter. You may select courses from the list for which you feel qualified to act as a TA and want to TA for that course. You may be selected as a TA for **any** courses.

Note: Incoming graduate students who are guaranteed TAships in their first year are assigned to positions. They will have an opportunity to apply for TAships for their second year.

- ❑ Once TA assignments are done, they are forwarded to Humanities Division Academic HR team for the dean's approval. The dean holds the final authority for approving and providing an appointment letter. Students should not assume that any offer of employment from faculty or a department constitutes a formal offer.
- ❑ Students must reply to the offer by the deadline specified on the appointment letter. Failure to do so may result in delayed pay or loss of the position. As a courtesy to the department, students who decline history TA appointment offers are asked to notify the department immediately.

Graduate Student Instructor Appointment

Graduate student instructor (GSI) positions allow graduate students to further their pedagogical skills by serving as the instructor for a regularly scheduled History Department course or by teaching a course of their own design. To be eligible, a student must be advanced to candidacy, within normative time, in good standing, have at least two years (or the equivalent) of college teaching experience (as an instructor or teaching assistant), and very good or better teaching evaluations.

Summer Session Teaching Fellow Appointment

Graduate students who are advanced to candidacy may apply to teach Summer Session (GSI). The Summer Session Office selects courses on the basis of undergraduate curricular needs. The call for

application will come from the History department. The annual call is sent out in mid-October, with a deadline on or near November 1.

Fifty Percent Time Limitation Policy

<https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/section-eight.html#five>

During academic sessions, graduate students may not be employed in any capacity by the University beyond the maximum of 50 percent service time. The purpose of the university wide policy is to limit the amount of time graduate student spend on university activities that do not lead directly to the successful completion of their academic programs. Exceptions are very rarely granted; experience has shown that service obligations more than 20 hours per week, on average, almost always have an adverse effect on a student's academic progress. Also, graduate students employed more than 50 percent time cannot be counted as full-time students for budgetary purposes.

Four-Year Rule

[https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/section-eight.html - five](https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/section-eight.html#five)

Per a recent change in campus policy, the total length of time a student may hold any one or a combination of the following titles may not exceed four years (12 quarters): Reader, Teaching Fellow, Teaching Assistant, Associate In.

That said, graduate students often rely upon teaching assignments both in History and other departments/colleges for support more than 12 quarters combined of the different types of teaching appointments. These appointments can be held without special permission from the graduate director and the graduate dean. These exceptions are often approved; however, no graduate student will be allowed to hold over 18 quarters of teaching appointments. There are no exceptions to this system wide rule.

TA Training

The History Department offers a TA training course for all new students in their first year. HIS 280A, History Graduate Proseminar: Teaching Pedagogy, is devoted to the professionalization and socialization of history graduate students. Topics include TAships, designing course syllabi, pedagogy, teaching technologies and teaching in different venues. This course is mandatory for all new students, even those supported by a fellowship in their first year.

Center for Innovations in Teaching and Learning (CITL) offers a range of programs that support educators in all academic disciplines through cohort-based experiences, organized as multi-day, quarter-long, and year-long learning communities.

Teaching as an Ethical Practice: A Guide for Teaching Assistants (“TA Ethics” for short) is an online, self-paced course designed by CITL and Online Education to introduce new Teaching Assistants to professional ethics specific to the TA role, with special attention to issues of educational equity and accessibility. Per the Graduate Division, this course is required for all new Teaching Assistants, to be taken during a graduate student’s first TAship at UC Santa Cruz. The course remains available to participants as a continuing resource during the remainder of their graduate careers at UCSC.

CITL Graduate Pedagogy Fellows The Graduate Pedagogy Fellows (GPF) program supports the development of peer leaders in research-based higher education pedagogy and focuses on the significance of the Teaching Assistant (TA) role in supporting equitable outcomes in student learning.

TA Office Space

Two workstations in Humanities 1, suite 115, are available for History TA office hours. A sign-up sheet is shared in Google Drive by the Graduate Program Coordinator each quarter. To access this space, students will use their Individual omni codes.

Enrollment Caps for Lecture Courses with TAs

The History Department has established the following ratios for lecture courses with TAs:

- Enrollment cap at 60/75 = 1 TA
- Enrollment cap at 120/150 = 2 TAs
- Enrollment cap at 180/225 = 3 TAs
- Enrollment cap at 240/300 = 4 TAs

The faculty are well aware that a TA's workload cannot exceed 220 hours per quarter. They will informally monitor TA workload on a regular basis and make any necessary adjustments to stay within the 220 hours.

DEPARTMENT INFORMATION

Business Cards

If you are advanced to candidacy, you may request University business cards through the History Department. The department will provide the first order of 250 cards in English only; future orders will be charged to you. Please allow at least two weeks for processing and delivery. Contact the program coordinator at morrisc@ucsc.edu to initiate an order.

Computer Help

Contact Information Technology Services (ITS) Help Desk in the following ways:

- Online: itrequest.ucsc.edu
- By phone: 459-HELP (4357)
- By e-mail: help@ucsc.edu

Dossier Service

The History Department offers a dossier service free of charge to all history graduate and Ph.D. students. The purpose of the dossier service is to serve as an official repository for documents supporting an application for academic employment. It is important for individuals to establish a file before beginning their job search. For more information, go to <http://history.ucsc.edu/graduate/phd-program/dossier-service.html>. This service may also be used as a repository for documents supporting fellowship applications.

E-mail Address

The department sends e-mail to UCSC accounts only. You can activate your UCSC account through your student portal. You are encouraged to check your UCSC account at least once a day. If you wish to have your e-mail forwarded to a personal account, go to https://ucsc.service-now.com/kb_view.do?sysparm_article=KB0015986. Please be sure that your personal account is active.

Graduate Space and Computing

The graduate computer lab, Humanities and Social Science 150, is equipped with computers, a copier, individual mailboxes, lockers, and bookshelves. All lab users are responsible for keeping this facility clean and orderly. The bookshelves provided are to be cleared quarterly; they're not to be used for long-term storage of personal books.

Please remember that the lab is shared graduate student workspace. Refrain from holding office hours, make up exams or meetings in this room. Contact the academic coordinator at history@ucsc.edu to reserve one of the department's meeting rooms for make up exams or meetings; sign up to use History space in Humanities 1, room 115, for TA office hours.

The Copier is maintained by campus Copier Program. Instructions are posted on the wall above the copier and additional instructions are available next to the copier in a folder.

The History Department provides each registered graduate student 750 copies (prints/black & white) per quarter. The graduate coordinator will verify with the Copier Program student access each quarter and renew the 750 copies allocation.

Inform the graduate coordinator if there are problems with equipment, software or furniture. There is a better chance that these problems will be addressed if the graduate coordinator can track progress on their resolution and consult with the responsible campus offices.

Extended Absences from Campus:

If you are going to be away from campus for one or more quarters:

- ❑ Make arrangements to store your books, files, and personal items elsewhere. Any items left in the lab for an extended period of time may be removed, i.e., thrown out, recycled or donated.
- ❑ Make arrangements with one of your colleagues to handle your mail. Do not expect the department staff to forward mail.
- ❑ Sign up for direct deposit if you are expecting checks.
- ❑ Return your keys to the department if you are going on leave.

Key Policy

You may receive a key to the Humanities Building. Keys must be returned to the department upon recall (e.g., if you take a leave of absence, withdraw from the program, or graduate). ***The replacement charge is \$100 per key.*** Most secured space within the Humanities 1/Humanities & Social Science Building is accessed by an Omni code. A personal omni code is provided to all incoming graduate students in their first quarter and remains effective while in active student status.

Letter of Introduction

If you are conducting research abroad, you are strongly advised to carry a letter of introduction. The letter is printed on University letterhead and signed by the graduate director. Requests for a letter of introduction must be made well in advance of the departure date. Contact the graduate coordinator at morrisc@ucsc.edu.

Mailboxes

Students are provided mailboxes in the graduate student lab, Humanities and Social Sciences 150. Mail is distributed daily. Note: Campus mail services are reserved for official University business only. Personal mail and non-UCSC bills are not considered official business and should not be sent to the department. You must obtain a post office box if you do not receive personal mail at home.

If you are away from campus during the summer or for extended periods during the academic year, make arrangements with one of your colleagues to handle your mail. Do not expect the department staff to forward mail.

Meeting Space

The department's meeting rooms may be reserved for graduate student meetings, qualifying exams, etc. Contact the academic coordinator for availability and to make a reservation. Please note that these rooms are only available during business hour.



**Department of History
MA Program—Requirements Checklist**

Name _____

Faculty Adviser _____

Date _____

Note quarter & year course will be taken. Check boxes next to courses completed.

HIS 200 _____

HIS 201 _____

HIS 202 _____

HIS 298A _____

Research seminar (1 course required):

HIS 204A _____

HIS 204C _____

HIS 204E _____

Area of Research: (Graduate seminars, upper-division undergraduate courses, independent study courses):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Proseminar (2 units)

HIS 280A _____

MA Essay _____

MA essay completed Yes No

MA Essay Approved by Advisor Yes No

MA essay approved by GSC Yes No

**Department of History
Ph.D. Program—Requirements Checklist**

COURSE WORK

(Note quarter & year course will be taken. Check boxes next to courses completed.)

- HIS 200 _____
- HIS 201 _____
- HIS 202 _____
- HIS 298A _____

Research seminar (1):

- HIS 204A _____
- HIS 204C _____
- HIS 204E _____

Area of Research/Primary Teaching Field:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Second field courses:

- 1. _____
- 2. _____

Outside courses:

- 1. _____
- 2. _____

Proseminar (2 units)

- HIS 280A _____

Student: _____

Faculty Adviser: _____

Date: _____

Foreign language(s):

- 1. _____
- 2. _____

Exam 1 completed: Yes No

Exam 2 completed: Yes No N/A

Master's essay: _____

Completed & approved: Yes No

Qualifying Exams _____

(Satisfactory progress policy requires advancement to candidacy within four calendar years)

Four fields:

Primary field: _____

Examiner: _____

Research field: _____

Examiner: _____

Secondary teaching field: _____

Examiner: _____

Outside field: _____

Examiner: _____

Portfolio completed: Yes No

Examination passed: Yes No

Dissertation topic/title: _____

Department of History
Ph.D. Program—Requirements Checklist (page 2)

HIS 298A Constructing the Field Completed: _____

- Area of Research _____
- Primary Teaching Field _____
- Reading List Developed from HIS 298A (appended to PhD Program Checklist when submitted to Graduate Program Coordinator)

Student _____

Academic Year _____

- Complete planning form (fall)
 - Discuss course requirements and plan courses for the first year
 - Create a reading list
 - Create a tentative course work plan for the second year
 - Go through the four exam fields
 - Discuss possible outside field
 - Discuss language requirement(s)
 - What level is your student at?
 - How much training is needed to satisfy requirement(s)?
 - Suggest programs for language training
 - Help your advisee investigate funding resources for language training
 - Research seminar: Advise student to take research seminar in the first year, but no later than fall of the second year.
- Complete HIS 298A: Constructing the Field and file plan with the graduate program coordinator
- Be available to review drafts, if needed
- MA research
 - Discuss MA research plans for the summer
 - Advise student to investigate funding for MA summer research (IHR, departmental funding, archival funding)
- Discuss TAing for faculty other than adviser
 - Reinforce expectations and responsibilities
 - Look at curriculum for next academic year and discuss possible TAships
- Advise student to start thinking about possible QE committee members
 - Help identify appropriate faculty members
 - Recommend taking classes and individual study with these faculty
- Review advisee's TA evaluations (spring)

Note: TA evaluations are available in the History Department Office.

 - Offer suggestions and tips for improvements
 - Refer them to Center for Teaching TA Services, <http://ctl.ucsc.edu/resources/TAs/index.html>. Services include mid-quarter feedback on teaching, workshops for TAs, consultation, online resources.
- Discuss socialization issues
 - Encourage your advisee to start thinking of himself/herself as a professional
- Discuss overall views of grad student cohort dynamics and solicit suggestions for improving the program
- Funding Opportunities and Summer Plans
 - Alert student to funding opportunities
 - Discuss procedure for requesting letters of recommendation
 - Review applications
 - Ask student to provide results of fellowships (due to department in early spring)
- Year-end progress review (spring)
 - Ask student to provide narrative evaluations for the academic year
 - If student has an Incomplete grade notation, discuss a plan for completing work
 - Discuss any future changes to registration status (e.g., leave of absence, part-time, in-absentia)

Student _____

Academic Year _____

Designated Research/ Primary Field for Teaching Filed with Graduate Program Coordinator

Course planning form for second year (fall)

- Review course work plan for second year

Create a tentative course work plan for year three (fall)

Be available to review drafts, if needed

Ask student to submit timetable for MA essay (fall)

- Timetable should include:
 - Completion of 12 five-unit courses
 - One of two language requirements for students in Europe and East Asia
 - MA research plan (travel for MA research should be done in the summer; research should be completed by the end of fall quarter)
 - Writing plan for winter quarter
- Set up schedule for winter to review drafts

Qualifying Exam

- Confirm with advisee QE committee membership
- Review requirements for QE: course work, language requirement, dossier

Look at curriculum for next academic year and discuss possible TAs

Funding opportunities

- Alert student to funding opportunities
- Prepare letter of recommendation
- Review applications
- Review CV
- Ask student to provide results of fellowships (due to department in early spring)

Discuss possible conferences to attend and funding for travel

Review advisee's TA evaluations (spring)

Note: TA evaluations are available in the History Department Office, request by email.

- Offer suggestions and tips for improvements
- Refer student to Graduate Division, <http://graddiv.ucsc.edu/current-students/teaching-resources/index.html>. The website include a list of resources for TA.

Year-end progress review (spring)

- Ask student to provide personal statement for the academic year
- If student has an Incomplete grade notation, discuss a plan for completing work
- Discuss any future changes to registration status (e.g., leave of absence, part-time, in-absentia)

Discuss plans for the summer

Student _____

Academic Year _____

- Ask student to submit timetable for QE (fall)
 - Writing plan for dossier
 - Submission date for dossier (at least three weeks before QE)
 - Set date for QE at least one quarter in advance
 - Discuss what it means to set up a date
 - Completion of language requirement
- Discuss dissertation reading committee membership
- Look at curriculum for next academic year and discuss possible TAs (winter)
- Create a plan for dissertation research
- Help student identify dissertation research funding opportunities (fall)
 - Prepare letter of recommendation
 - Review applications
 - Review CV
 - Ask student to provide results of fellowships (due to department in early spring)
- Discuss possible conferences to attend and funding for travel
- Review advisee's TA evaluations (spring)

Note: TA evaluations are available in the History Department Office.

 - Offer suggestions and tips for improvements
 - Refer student to Center for Teaching TA Services, <http://ctl.ucsc.edu/resources/TAs/index.html>.
Services include mid-quarter feedback on teaching, workshops for TAs, consultation, online resources.
- Year-end progress review (spring)
 - Ask student to provide narrative evaluations for the academic year
 - If student has an Incomplete grade notation, discuss a plan for completing work
 - Discuss any future changes to registration status (e.g., leave of absence, part-time, in-absentia)
- Discuss plans for the summer

Student _____

Academic Year _____

- Ask student to submit timetable for completion of dissertation
 - Research plan
 - Writing plan
 - Discuss factors that may affect completion
 - Discuss procedure for review and submission
 - Discuss the possibility of filing fee status in final quarter and submission of a complete draft with filing fee application
- Set up schedule to discuss research/review drafts
- Monitor dissertation reading committee members
 - Discuss role of each committee member
- Funding opportunities
 - Alert student to research funding opportunities
 - Review fellowship applications
 - Prepare letter of recommendation
 - Review CV
 - Ask student to provide results of fellowships (due to department in early spring)
- Discuss conference participation and presentations
 - Discuss socialization at conferences and other venues (behavior, outward appearance, etc)
 - Suggest conferences to attend
- Discuss possible mentors outside UCSC
 - Identify people to contact
 - Facilitate introduction and meeting
- Discuss submissions for publication
- Discuss teaching opportunities: TAships, Teaching Fellowships, Summer Session
- Help advisee to prepare teaching portfolio for campus positions, positions in the area and outside the area
 - Alert student to the History Department's dossier service,
<http://history.ucsc.edu/graduate/phd-program/dossier-service.html>
- Arrange mock interview and job talk
- Notify student of job opportunities
- Review advisee's TA evaluations (spring)
Note: TA evaluations are available in the History Department Office.
- Year-end progress review (spring)
 - Discuss any future changes to registration status (e.g., leave of absence, part-time, in-absentia)
- Discuss plans for the summer

Not an all-inclusive list of resources found in the [Division of Graduate Studies](#)

Academic Regulations

[Academic Integrity for Graduate Students](#)

[Graduate Student Handbook](#)

- Introduction
- The Graduate Community
- Commitment to Diversity
- Admission
- International Students
- Fees and Registration
- Financial Support
- Graduate Student Academic Appointments
- Graduate Student Petitions
- Degree Requirements
- Research Protocols

[Student Resources](#)

- Applications & Forms
- Enhanced Support Programs
- Family Support
- Health & Safety
- Housing
- Mentoring
- New Students: Orientation
- Professional Development
- Teaching Recourses
- Underrepresented Students

Please consult with the Graduate Program Coordinator when looking for information.

As there may be updated information not yet published on the web pages and individual situations may be unique, requiring additional support in navigating available resources.