

GRADUATE HANDBOOK

Department of History – University of Arkansas

Graduate Program in History

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Graduate School Website:	www.uark.edu/depts/gradinfo/

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INTRODUCTION

The Department of History at the University of Arkansas offers a highly competitive graduate program. Faculty members are dedicated to training first-rate historians for careers in and out of the academia. Graduates of the University of Arkansas history program have gone on to hold faculty positions in many universities and colleges in the United States and abroad, as well as positions in government, non-governing organizations, and the private sector. With more than 20 faculty members, the department offers a rich range of choices for graduate study.

The Department offers MA and PhD degrees. Graduate students in history have an opportunity to gain breadth over several fields and depth in a particular field. Faculty members offer reading and research colloquia as well as upper-level lecture and discussion courses in which students will gain a critical understanding of the existing literature and methods in the historical discipline. Importantly, graduate students learn to conduct independent research and to contribute to the creation of new historical understanding, first through methods and research seminars, and later through the thesis or dissertation.

APPLICATION TO THE PROGRAM

Undergraduate Prerequisites

Students who present a minimum of 30 hours may be admitted without deficiency. Students who present between 18 and 30 hours may or may not be admitted with deficiency, subject to determination by the department's Graduate Studies Committee (GSC). Students who present less than 18 hours of history may not be admitted without deficiency. The nature of the deficiency requirements will be determined by the GSC. It is expected that students who are applying in fields where the primary research language is not English must demonstrate proficiency early in their program.

Applicants must have an overall minimum undergraduate GPA of 3.0 or a 3.25 (on a 4-point scale) in their last 60 hours of coursework, at least a 550 verbal score and 4.5 in analytical writing on their GRE. Candidates are evaluated not only on their academic records, but also on their focus and purpose, as well as their suitability of their proposed directions of study to the expertise of Department faculty and the facilities of the University of Arkansas.

Application Instructions

Ph.D. Program Applications are due each year by January 15.

M.A. Program Applications are due each year by March 15.

Applications consist of two parts, both required to complete the process. One part of the application is submitted to the Graduate School; the other part is submitted to the History Department.

The Graduate School must receive the following materials:

- ❖ The Graduate School Application Form. It may be filled out online at <https://www2.uark.edu/web-apps/emgt/admit/Info> or printed, filled out, and mailed <http://www.uark.edu/depts/gradinfo/forms/student/appl-admission.pdf>
- ❖ The application fee of \$40.00, which may be paid by credit card online or by check.
- ❖ Official copies of all transcripts of post-secondary work.
- ❖ GRE scores
- ❖ For foreign applicants only: the official score on the Test of English as a Foreign Language (TOEFL).

The History Department must receive the following materials:

- ❖ The History Department Application Cover Sheet, available at <http://history.uark.edu/documents/GRADapplication.pdf>.
- ❖ A statement of academic purpose not to exceed 1000 words in which you describe your reasons for seeking an advanced degree in History and specifically for seeking admission to the program at the University of Arkansas. Further guidelines for the statement can be found on the department website at <http://history.uark.edu/documents/Statement.pdf>.
- ❖ A sample of your written academic work not to exceed 10,000 words (required for PhD applicants; optional for MA applicants)
- ❖ Three letters of recommendation submitted directly the Graduate Director by the recommenders. Letters may be submitted directly through the online application site by the students' recommenders or they may mail them to the Department.

It is the applicant's responsibility to make certain that the Department and the Graduate School have received all materials by the deadline. Applications cannot be processed until all materials are received. Applicants may contact the Graduate Director via email or telephone in order to confirm receipt of your materials.

Applicants who wish to be considered for funding through the History Department should indicate their interest by checking the appropriate place on the History Department Application Cover Sheet. The Department has a limited number of Graduate Teaching Assistantships (GTA) at the PhD level and a couple of MA level assistantships.

Students considered for funding by the History Department will automatically be considered for nomination for University-wide fellowships and grants for entering graduate students.

Applicants are informed of the outcome of their applications

Financial Assistance

Financial assistance available to students includes fellowships, graduate teaching assistantships, research assistantships, editorial assistantships, and miscellaneous grants. New applicants to the doctoral program are automatically nominated for Distinguished Doctoral Fellowships and Doctoral Academy Fellowships if they meet the minimum criteria. See the following for more information about these and other fellowships advertised by the Graduate School: <http://www.uark.edu/depts/gradinfo/recruit/funding/index.html>. The History department also awards scholarships to graduate students (http://history.uark.edu/index.php/grad_scholarships.)

There are limited funding opportunities for Master's students. Currently the department can offer one or two 25% research assistantships to MA students. Usually recipients assist a professor with research. Doctoral students have the opportunity to apply for graduate teaching assistantships (GTAs). Graduate assistants appointed to a least a 50% position will be classified as in-state students for tuition purposes AND will have in-state tuition paid. Miscellaneous fees (activity fees, college fees, etc.), books, housing and other expenses are the responsibility of the student. In addition, the GTA will receive a monthly stipend for living expenses. New GTAs usually work as graders, classroom assistants, and/or research assistants the first year. This year is considered a training year to prepare the student for teaching. Generally GTAs receive four years of funding as long as they have good classroom performance and are making satisfactory progress toward their degrees. The Department has a limited number of instructorships that are offered to graduate students past their four year limit. Instructors must be ABD (all but dissertation) or doctoral candidates.

STUDENT RIGHTS AND RESPONSIBILITIES

All graduate students are responsible for fulfilling the responsibilities of the Graduate School as stated in the most recent issue of the [Graduate School Catalog](#).

Graduate students must also abide the rules and regulations of the University of Arkansas. The [Code of Student Life](#) is available on line at www.uark.edu/ua/ethics/preface.html. When rules are violated and disciplinary action is necessary, the penalties may include warning, probation, suspension, and expulsion.

PROGRAM SUPERVISION

The Graduate Studies Committee with the confidence of the full faculty makes decisions concerning the graduate program. The Committee decides program policies and structure, and authorizes exceptions to the rules. The Committee decides admission and recommends applicants for GTA appointments (which are made by the Department Chair) with approval from the full

faculty. The Director of Graduate Studies heads the Committee, supervises the graduate program day-to-day, and counsels students and faculty concerning it.

FIELDS OF STUDY

Most students indicate their proposed major field of study in their application. Graduate students should strive to create an intellectually-coherent whole when selecting their major and minor fields of specialization. They should consult with faculty advisors when making this decision and think ahead to the type of employment they hope to find after graduation.

Major Fields

The Department recognizes the following major fields:

Ancient Mediterranean World
African history
Early Modern Europe, 1500-1815
Europe Since 1815
Far East
France
Great Britain and the British Empire, 1707 to the Present
High/Late Medieval
Late Antiquity/Early Medieval
Latin America
Middle East and Islamic World, 600-1700
Middle East and Islamic World since 1700
Russia and U.S.S.R.
United States to 1877
United States since 1877

Secondary & Topical Fields

Secondary fields must be different from the declared major MA or Ph.D. field. For doctoral students in U.S History, a secondary field is another geographical/chronological field from the list above. Topical fields must cross more than one geographical area, and may not substantially overlap with the region of a geographically-defined major field. Examples of topical fields may be:

Atlantic World	Comparative Slavery
Environmental history	Gender
Religious History	Imperialism

Students are encouraged to discuss possible secondary topical fields with their advisors early in their academic career.

GENERAL PROGRAM REQUIREMENTS

All graduate students must follow the requirements of the Graduate School, including residency, enrollment, and time limits. The Department observes those requirements and has some specific rules of its own. Refer to the *Graduate School Catalog* (available online at <http://catalogofstudies.uark.edu/>) for university-wide requirements. This Handbook details Departmental requirements.

Advising

When admitted to the program students are assigned a faculty advisor. Usually this person will direct the student's thesis or dissertation. If a student is unsure of their research topic they may consult with the Graduate Director about courses until they identify their research field and topic. Incoming doctoral students will meet with their faculty advisor and identify their two secondary fields and dissertation field. All Ph.D. students will have a Doctoral Advisory Committee (DAC) set up during their first semester. The committee is comprised of their faculty advisor and two faculty members from their designated secondary fields. The dissertation committee may consist of the same faculty members, or others selected because of their expertise in the area of the dissertation. All committee members must be members of the graduate faculty.

Students should expect to consult regularly with their principal advisor over the course of each academic year to discuss course selections, research topics, etc. The Graduate Director will remove advising holds for first year MA and PHD students but students are encouraged to discuss consult with their advisors and other doctoral advisory committee members about course selection each semester. The Graduate Director provides additional advising to graduate students, particularly concerning rules and procedures.

Graduate students who hold teaching positions in the department have teaching mentors. Mentors assist TAs in designing syllabi, lessons, and written assignments. They also observe their teaching, offer advice, write evaluations for the Department, discuss pedagogy and the practice of history, and aid in solving classroom problems.

Enrollment

In order to maintain their status, students must enroll every fall and spring semester (and for students at the dissertation stage, summer semester) until completing their degree. If students need to take a leave-of-absence they must inform the Graduate Director in advance.

Full-time enrollment for graduate students at the MA level and at the coursework stage of the Ph.D. consists of a minimum of 9 credit hours per semester. Graduate students who hold TA or RA positions may carry 6 hours per semester and still be considered full-time.

Students should consult with their advisors about course selection each semester. Enrollment holds are placed on first year MA and PHD students. The Graduate Advisor can

remove holds once the student has been advised. Students enroll through ISIS at <http://www.isis.uark.edu>.

All students are expected to enroll every Fall and Spring semester while pursuing their degrees. Students who are ABD must enroll in one summer semester per Graduate School rules. Students who have do not register for classes nor filed for a leave of absence may face dismissal from the program.

Essential Documentation

ISIS form. The Graduate Coordinator will print out updated grade reports each semester and place them in the student's file. Students may also access their grade summaries on ISIS.

Progress Report Form. Graduate students must complete their progress report forms at the end of Fall and Spring semesters. These forms record progress towards the fulfillment of degree requirements and assists the Graduate Director in filling out evaluation forms for the Graduate School each year. There are different forms for MA, PhD, and ABD students. Forms are linked on the website as well as in this document. They are turned into the Graduate Coordinator.

Application to Graduate form. Students who intend to graduate must fill out an application for degree form available from the Graduate School. Pay attention to deadlines for summer, fall, and spring graduations. All pertinent forms are here: [Graduate School Forms](#).

Foreign Language Requirement

Ordinarily students enter the program with some knowledge of their primary research language. All Ph.D. students are required to demonstrate reading proficiency in two languages other than English. Students may fulfill their language requirement by taking courses, independent study, continuing education courses, or self-study. The Foreign Language Department at the U of A administers the final examination to test for proficiency. Students are encouraged to identify and work toward establishing their language requirement early in their program. Quantitative methods or computer languages may substitute for one language at the discretion of the student's Doctoral Advisory Committee.

MA students have no foreign language requirement unless it is necessary for their primary research field.

The student's advisory committee may require him/her to demonstrate competence not only in reading, but also in writing, speaking, and paleography, if such proficiency is necessary for their research and other professional work.

Evaluation

Students are advised to maintain close contact with their advisors and committee members concerning their performance and progress to the degree.

Grades are in whole letters (A, B, C, D, F). Students must maintain a 3.0 gpa or better. Students may earn credit for a C but must offset the C with an A to maintain the minimum grade average.

Graduate students must complete the appropriate Progress Report form at the end of each Fall and Spring semester and submit it to the Graduate Advisor to be included in their files. Progress report forms are available on the department's website. The Progress Reports will be reviewed by the Graduate Director/Advisor and at times by the students' advisory committee. These reports will assist the Graduate Director in supplying progress reports to the Graduate School each June. In addition, if the Graduate Director sees that the student is having difficulties in performance or in progress to degree, h/she sends the affected student a letter (cc to advisors) identifying the problem and possible remedies.

The Graduate Advisor is required to submit progress reports to the Graduate School each year. If a student is evaluated twice for not making progress toward the degree, the Department may terminate him or her from the program. If the advisor or field committee members determine that a student had not demonstrated the capacity to carry out graduate-level work, the student will be so notified. If the student wishes to appeal, h/she will meet with the Graduate Director and with the faculty members most closely involved. The student may also petition the Graduate Studies Committee. The Committee may dismiss the student or allow him/her to continue in a probational capacity.

Academic Misconduct

All graduate students at the University of Arkansas must abide by the Graduate School's policy on [Academic Honesty](#).

THE MASTER'S IN HISTORY

The MA degree comprises 30 credit-hours of graduate history courses (4000 level and above) including History 5023 (Methods), 6 hours of History 600V (Master's Thesis), and a minimum of 9 seminar hours (either reading or research). History 5043 (Historiography) can be used to fulfill partially the seminar requirement. No more than three hours of Directed Readings will be permitted. No hours of Directed Research will be permitted. Of the eight required courses at the 4000 and 5000 levels, at least three must be in areas outside of the main field of specialization.

Students in fields where the primary research language is not English (that is geographic areas other than the U.S. or Great Britain) must demonstrate proficiency in their primary research language in the first year of their MA program. For procedures and a calendar of responsibilities, see: <http://www.uark.edu/depts/gradinfo/dean/calendar/masterscalendar.html>.

The MA Thesis

Masters students in consultation with their thesis advisor ought to identify a research topic in their first year of the program. A thesis is usually based on primary research and ranges from 75 to 150 pages. Students in consultation with their advisors will set a thesis committee of at least three faculty members. Satisfactory of all coursework and satisfactory defense of the thesis will result in conferral of the MA degree in History.

Time Limits

The Department adheres to the Graduate School time limit policy. Master's students must complete their degrees within six consecutive calendar years from the first semester of enrollment in the program. Requests to extend these time requirements must be reviewed and approved by the Graduate Dean, following procedures detailed in the Graduate Catalog of Studies at <http://www.uark.edu/depts/gradinfo/recruit/catalog/index.html>.

THE PHD IN HISTORY

No definite course requirements apply to all students. A doctoral advisory committee is appointed by the Graduate Advisor with the approval of the Graduate Studies Committee to evaluate the prospective doctoral student's preparation and to draw up a suitable program of study and research. Doctoral students in U.S. history take the U.S. I and II fields, a secondary field, and a topical field. Doctoral students in a non-U.S. concentration have the option of taking one or two topical fields. The doctoral advisory committee consists of at least three members of the graduate faculty.

In general, the doctoral student is expected to pursue a program of independent reading and study and of directed research in preparation for the preliminary written examinations for admission to candidacy. To be admitted to candidacy, a student must:

- Complete satisfactorily the departmental language requirement by establishing competency in two foreign languages. At the discretion of the doctoral advisory committee, competency in statistics or quantitative analysis may be substituted for one of the languages. Competency in statistics or quantitative analysis will be satisfied by completion of STAT 4003 (Statistical Methods) or STAT 4033 (Nonparametric Statistical Methods) or their equivalents, and by submitting to the doctoral advisory committee for their approval a research paper in which quantitative methods were employed.
- Complete satisfactorily all course work and seminars required by the doctoral advisory committee.
- Complete satisfactorily History 5023 (Historical Methods), if not already taken at M.A. level, and History 5043 (Historiography) or their equivalents.
- Demonstrate adequate preparation to the graduate faculty of the Department of History through the successful completion of written and oral examinations.

The Candidacy Exams

After completing the course of study prescribed by the doctoral advisory committee, the student must pass written examinations in the four fields of preparation. The examinations will be based upon a list of topics drawn up by the professor (or professors) whose area of specialization lies within a particular field. These examinations will be offered during each semester of the regular academic year. Students desiring to take the examinations should notify the Graduate Director of their intentions within one month of the end of the prior semester.

Each semester the Graduate Director selects the readers for the exam and the examiners are selected from the three Doctoral Advisory Committee members. The examiner will compose the examination in cooperation with the reader and will report the results of the examination to

the Graduate Advisor. The examiner and second reader for each field will grade the examinations.

Written qualifying examinations will be given during the first two-and-one-half months of each semester (before November 15 and April 1, respectively). If a student initially passes examinations in at least two of the four fields, he or she may re-take failed examinations during the final month of the semester or during the first two months of the next semester. If three or four fields are failed initially, examinations in all fields must be re-taken during a later semester. Students failing the examination procedure in two semesters will not be allowed to take the examinations again.

The Dissertation Prospectus

Students should identify potential dissertation topics at the beginning of their degree programs by consulting regularly with their major advisor and other faculty members. Coursework and independent study ought to build toward and provide the necessary background for their proposed dissertation research.

The prospectus clearly states the topic of proposed research and what questions and/or problems the work proposes to address and answer. The dissertation must be an original contribution to the discipline of history, therefore the prospectus should clearly state how the proposed work develops, challenges, or departs from past research. The prospectus should reveal that the student has a sophisticated and critical command of the historiography and the present state of the field. In addition, the prospectus will clearly outline the languages, methodologies, and theories the student will use when examining sources, undertaking interviews, etc. The sources should be clearly identified and their locations (name and location of archives) noted for the readers. A tentative outline of chapters should be included to provide some idea of the dissertation's overall schema. Students must outline a tentative schedule that estimates how much time the various aspects of research, travel to archives, writing, and revision will take. The text of the prospectus cannot exceed ten pages. A bibliography of primary and secondary sources must be included.

The dissertation prospectus must be turned into the student's major adviser within 6 months of satisfactorily passing exams for candidacy.

The Dissertation

The dissertation consists of a book-length piece of original scholarship that makes a significant contribution to historical scholarship. It must advance a clear and cogent thesis, be rooted in the historiography, draw upon an appropriate array of primary and secondary sources that are fully documented according to common academic standards.

The PhD candidate and the dissertation advisor jointly determine the composition of the dissertation committee. The Graduate School requires a minimum of three Graduate faculty members on the committee, including the major advisor. Students may decide to ask additional faculty to serve on their committee in consultation with their advisors.

Before you begin writing, consult the following web page for format specifications:
<http://www.uark.edu/depts/gradinfo/dean/thesisguide.html>.

The Doctoral Defense

When students receive approval from their dissertation committee members, they may schedule the Final Oral Defense. After setting a time and date for the defense (a minimum of three weeks before the defense date) students must notify the Graduate Director of History. The Director will send out confirmation to the committee and submit the appropriate paperwork to the Graduate School. The final examination is open to the public, and it is held at a time and place approved and announced by the Graduate School. Satisfactory completion of the dissertation defense requires the favorable vote of at least 2 out of 3 persons on the committee.

The final copy of the dissertation and dissertation abstract must be submitted to the Graduate School before the degree can be awarded. For procedures and calendar of responsibilities, consult:

<http://www.uark.edu/depts/gradinfo/dean/calendar/doctoralcalendar.html>.

Time Limits

The Graduate School requires that doctoral students complete the degree within seven consecutive calendar years from the semester in which the student *was first admitted* to the program. Requests to extend these time requirements must be reviewed and approved by the Graduate Dean, following the procedures outlined in the Graduate Catalog of Studies at <http://www.uark.edu/depts/gradinfo/recruit/catalog/index.html>.

Note that all doctoral students who have been admitted to candidacy (ABD) must enroll in a minimum of one hour of dissertation credit every semester (including summers) until they graduate.

FACULTY MEMBERS IN HISTORY

Arrington, Andrea, Asst Prof (Emory, 2007) Sub-Saharan Africa, Gender
Brogi, Alessandro, Assoc Prof (Ohio U., 1998) U.S. Diplomatic, 20th Century U.S.
Cai, Liang, Asst Prof (Cornell, 2007) East Asian History, Early China, Confucianism
Coon, Lynda, Assoc Prof & Chair (Virginia, 1990) Medieval Europe, Gender, Christianity
Finlay, Robert, Prof (Chicago, 1973) Early Modern Europe, World
Gordon, Joel, Prof & Director MEST (Michigan, 1987) Modern Middle East, Popular Culture
Grischany, Thomas, Visit Asst Prof (Chicago, 2007) Modern Europe, Germany
Grob-Fitzgibbon, Ben, Asst Prof (Duke, 2006) Great Britain, Ireland, Modern Terrorism
Markham, Elizabeth, Prof (Cambridge, 1980) East Asian Ethnomusicology, Japan
McMath, Robert, Prof & Dean, Honors College (North Carolina, 1972) U.S. Political, South
Muntz, Charles, Visit Asst Prof (Duke, 2008) Ancient History
Pierce, Michael, Asst Prof (Ohio State, 1999) U.S. Labor History, Arkansas
Robinson, Charles, Assoc Prof and Vice Provost (Houston, 1997) African American History
Schweiger, Beth, Assoc Prof (Virginia, 1994) U.S. 19th Century Social/Cultural, Religion
Sloan, Kathryn, Assoc Prof & Grad Coordinator (Kansas, 2002) Latin America, Gender
Sonn, Richard, Assoc Prof (California, 1981) France, Modern Europe, Gender
Starks, Tricia, Assoc Prof (Ohio State, 2000) Russian/Soviet, Gender, Public Health
Sutherland, Daniel, Prof (Wayne State, 1976) Civil War, U.S. Social/Cultural, Military
West, Elliott, Dist Prof (Colorado, 1971) American West, American Indian
Wayne, Jeannie, Prof (California-San Diego, 1989) U.S. South, Arkansas
White, Jr., Calvin, Asst Prof (Mississippi, 2007) U.S. South, African American, Religion
Williams, Patrick, Assoc Prof (Columbia, 1996) 19th C. U.S., Political, South, Southwest
Wolpert, Rembrandt, Prof (Cambridge, 1975) East Asian Ethnomusicology, China
Woods, Randall, Dist Prof (Texas, 1972) U.S. Diplomatic, 20th C. U.S.