



History Graduate Handbook

(Revised August 2023)

Mission statement

The Department of History and Philosophy provides quality education in history for two graduate degree programs, the M.A. and the Ph.D. The graduate program trains students to think historically, conduct research effectively, and write lucidly. Students develop these skills in academic seminars and individually under the guidance of their graduate committee. They also collaborate with the public and academic colleagues to create public history exhibits, conduct archaeological research, and nominate historic landmarks. The program expands its students' intellectual horizons and recognizes the work of historians stretches beyond the academy. It exposes students to the variety of roles historians play in academic and public life through teaching assistantships, professional development, academic seminars, and internships.

The department offers concentrated training in four areas: the American West; environmental history; science, technology, and society; and public history. While American history grounds the degrees the department offers, the faculty encourages students to think globally and engage critical theoretical concerns. Students discuss how discussions about race, class, and gender have shaped American history and examine the material grounding of history. They consider how the collaboration required in public history transforms the stories we tell. In short, students who graduate from the Department of History and Philosophy with a graduate degree are well-equipped for theoretical and practical discussions in which historians engage.

Introduction

This handbook provides basic information about the requirements, expectations, and procedures for the department's M.A. and Ph.D. programs. Students are required to familiarize themselves with the information in this guide and keep a copy for reference. Questions or concerns may arise that are not covered here; students should always speak with the office program coordinator or the Director of Graduate Studies if they encounter a situation not addressed herein.

In addition, graduate school sets several rules, regulations, and deadlines. It is the graduate student's responsibility to follow the graduate school's policies. For the latest deadlines, forms, and policy updates, please refer to the graduate school's website: www.montana.edu/gradschool/.

History Faculty

Micah Chang, Assistant Professor (Ph.D., Montana State University, 2023). American West; Religion; Public History; Agriculture; Labor and Race; Montana History.

Susan Cohen, Michael P. Malone Professor (Ph.D., Harvard University, 2000). Syro-Palestinian Archaeology; Urbanization in the Ancient World; Archaeology of the Southern Levant; Egypt and the Eastern Mediterranean.

Catherine Dunlop, Associate Professor (Ph.D., Yale University, 2010). Modern France; Comparative and Transnational Europe; Historical Geography; Environmental History.

Mark Fiege, Wallace Stegner Chair in Western American Studies (Ph.D., University of Utah, 1994). American West; Environmental History; National Parks and protected areas.

Maggie Greene, Associate Professor (Ph.D., University of California, San Diego, 2013). Modern China; Chinese Literature and Cultural Studies; Modern Japan; Pre-modern China.

Amanda Hendrix-Komoto, Director of Graduate Studies and Associate Professor (Ph.D., University of Michigan, 2015). Comparative Colonialism; Family and Local History; Religion; Native American; and Women's Studies.

Kristen Intemann, Professor and Director of the Center for Science, Technology, Ethics, and Society (Ph.D., University of Washington, 2004). Values in science; research ethics; objectivity and bias; feminist philosophy of science; environmental ethics; biomedical ethics.

Kate Johnston, Assistant Professor (Ph.D., Columbia University, 2016). Early America; Transatlantic History; Environmental History.

Timothy LeCain, Professor (Ph.D., University of Delaware, 1998). Environmental History; History of Science and Technology; Modern U.S.; American West.

James Meyer, Associate Professor (Ph.D., Brown University, 2007). Turkish history/Ottoman Empire; Russian history; Memoirs & Biography.

Janet Ore, Assistant Teaching Professor and Associate Director of Graduate Studies (Ph.D., University of Utah, 1993). Public History; Historical Preservation; Architectural History.

Michael Reidy, Professor and Department Chair (Ph.D., University of Minnesota, 1999). History of Science; Oceans and Mountains.

Bonnie Sheehey, Assistant Professor (Ph.D., University of Oregon, 2019). Ethics; Philosophy of Technology; Social and Political Philosophy; American Philosophy; Philosophy of Race; 20th Century Continental Philosophy; Philosophy of Death.

Molly Todd, Associate Professor (Ph.D., University of Wisconsin, 2007). Latin America; Violence and Human Rights; Social Movements; Displacement and Migration.

Brett L. Walker, Regent's Professor (Ph.D., University of Oregon, 1997). Japan; East Asian Civilizations; Environmental History; Science and Medicine.

Course descriptions

Graduate Content Courses

- HIST 502, Public History and Material Culture (3 cr.). Advanced readings and discussion in the practice of public history, including oral history, historic preservation, and museum studies.
- HIST 503, History of America Before 1860 (3 cr.). **Required for M.A. if focusing on U.S. History.** Topics in the social, cultural, economic, and political history of Early America in the Atlantic World.
- HIST 504, Topics in Environmental History (3 cr.). Advanced readings and discussion in environmental history.
- HIST 505, U.S. History 1860 to Present (3 cr.). **Required for M.A. if focusing on U.S. History.** Graduate research and analysis of important issues in recent American history.
- HIST 506, Topics in the History of Science, Technology, and Society (3 cr.). Advanced readings and discussion in the history of science, technology, and society.
- HIST 507, Historical Writing (3 cr.). Advanced seminar in contemporary historiography, historical theory, and narrative style.
- HIST 508, Historical Preservation (3 cr.). Advanced seminar in historical preservation.
- HIST 512, Topics in World History (3 cr.) **Required for M.A.** Examination of topics of current scholarly concern in history other than that of the United States.
- HIST 513, Topics in Social and Cultural History (3 cr.). Examination of topics of current scholarly concern in social and cultural history.
- HIST 515, The American West (3 cr.). Directed readings and analysis of major problems in the history of the American West.
- HIST 591, Special Topics (1-4 cr., may be repeated, not to exceed 12 cr. total). Course for which there is a particular one-time need or given on a trial basis to determine acceptability and demand before requesting a regular course number.

Courses for Graduate Research and Writing

- HIST 540, Historical Methods (3 cr.). **Required for M.A.** Consideration of historical thinking, the uses of evidence, and historical methodology.
- HIST 575, Professional Paper (1-4 cr., may be repeated; not to exceed 6 cr. total). A research or professional paper or project dealing with a topic in the field.
- HIST 589, Graduate Consultation (3 cr.). This course may only be used by students who have completed all their coursework (and thesis, if on a thesis plan) but who need additional faculty time or help.
- HIST 590, Master's Thesis (1-10 cr., may be repeated).
- HIST 592, Individual Problems (1-3 cr., may be repeated, not to exceed 6 cr. total). Directed research and study on an individual basis.
- HIST 598, Internship (2-12 cr.). An individual assignment is arranged with an agency, business, or other organization to provide guided experience in the field.

- HIST 689, Doctoral Reading and Research (3-5 cr., maximum 15). For PhD dissertation.
- HIST 690, Doctoral Thesis (1-10 cr., no maximum).

Students may also take up to nine credits of 400-level courses or graduate courses in other disciplines for graduate credit with the approval of the student's committee or the Director of Graduate Studies.

Students are typically limited to one independent study (HIST 591) during their coursework. Students may take additional independent studies with the consent of their advisor and the Director of Graduate Studies or Department Chair.

MA Program

Requirements

- Successful completion of all coursework
- Thesis or professional paper
- MA Portfolio for professional paper track students
- Written and oral examinations for thesis track students

Advising

M.A. students work primarily with their committee chair for advising. The Director of Graduate Studies will advise M.A. students who still need to select an advisor. **Students must finalize their committee chair and committee by the end of their second semester at MSU and submit a Program of Study to the Graduate School that includes the names and signatures of all committee members.**

Coursework

The M.A. degree requires a total of 30 credit hours. All students must take History 512: Topics in World History; History 540: Historical Methods; and, for students focusing on U.S. History, History 505: U.S. History 1860-Present and History and HIST 503: History of America Before 1860. Please note the department only offers courses in alternate years. History 540 is an exception. Students may take up to 9 credits of 400-level courses in history or related disciplines, such as historical geography. Internships at museums and historical societies may also count for credit (See Dr. Janet Ore, the Associate Director of Graduate Studies, for information on internship credits).

Students with GTA positions **must** enroll for 6 credits during the semester(s) that they serve as a GTA.

New GTAs are required to attend the orientations the graduate school organizes. Please consult the graduate school website for information on the dates and location of GTA orientation. GTAs should contact their lead instructor about expectations and teaching strategies before the beginning of the semester. **According to the graduate student collective bargaining agreement, faculty may ask GTAs to work an average of 19 hours/week for their class.** GTAs should track their hours.

Thesis option

Students complete required courses and work closely with their committee chair to develop their thesis. Students should discuss their ideas and progress with other committee members. Department guidelines require Ten credits of HIST 590 to complete this option; these 10 credits count toward the 30-credit requirement. Students also sit for comprehensive written and oral exams.

Professional paper option

Students complete the required courses, write a professional paper (requires 1-6 cr. of HIST 575), and submit an MA portfolio.

Professional paper vs. master's thesis?

Primary sources are the focus of both the professional paper and the master's thesis. In addition, the same standards in terms of the overall quality of historical research, interpretation, and writing apply to both. The committee chair consults with the student's committee to evaluate the professional paper and portfolio. The graduate school does not require students to submit a copy of their professional paper to them. However, the department does require a copy of the professional paper for its library.

The main difference between a professional paper and a master's thesis is the project's scope. If a student can answer their research question(s) in 30 – 45 pages, they may want to do a professional paper. A professional paper is the equivalent of a draft of a potentially publishable article. If the research question(s) posed require several significant "chapters" and more extensive development (60 pages or more), then their project might best be framed as a master's thesis.

Reality check: If you choose the master's thesis option, you must be prepared to spend your interim summer doing archival research and reading to ensure that you have enough time to complete a project of sizeable scope. **Writing a shorter, more precise, well-written professional paper is always better than a rushed, half-finished master's thesis.**

Committee

M.A. committees consist of three to four faculty members. The chair(s) must be a Ph.D., tenure-track, or tenured professor(s) at Montana State University. The department requires students to form their master's committees **no later than the end of their second semester in attendance.**

In selecting a committee chair or two co-chairs, M.A. students will want to consider some of the following: a faculty member's intellectual interests and expertise; the relevance of a faculty member's expertise to the student's M.A. project; courses taken with a faculty member; faculty member availability; and the potential of having a successful working relationship with the faculty member. The Director of Graduate Studies can assist M.A. students in identifying an appropriate chair. Students select additional committee members in consultation with their chair.

The chair of the M.A. committee is responsible for: 1) guiding the student through their coursework and professional paper/thesis research and writing; and 2) presiding over the

student's written and oral exams (if the student is thesis track) or evaluating their MA portfolio (if the student is professional paper track).

MA students work primarily with their chair(s) to develop clear expectations, processes, and deadlines for their written work, portfolios, and exams. **However, the student should keep their full committee informed of their progress.**

The second, third, and fourth members of an M.A. committee primarily serve as readers of the student's exams, portfolios, and thesis or professional paper. However, non-chairing committee members may take on a more active role. They are strongly encouraged to provide written comments on draft theses or professional papers.

“Program of Study” form

Once students have created a committee, they must submit a “Program of Study” form to the Graduate School. This form is available on the Graduate School's website. It requires the signatures of all committee members and a listing of the coursework the committee has approved for the graduate student's degree.

Need to change your committee? Use the Graduate Committee Revision Form available at <https://www.montana.edu/gradschool/forms.html>

Reality Check: Please fully complete all forms. Our office program coordinator will return any incomplete forms. Incomplete forms can lead to delays in course registration, stipends being processed, etc.

Thesis-track MA Students: Exams & Thesis Defense

Part I: Written comprehensive exam

Thesis-track M.A. students will take one written exam with at least two questions. Four hours will be allotted for the exams—two hours for each question. Students can take the exam in one sitting or answer one question per day over two consecutive days. The first question is often more historiographical, covering the changing scholarship in the student's primary field. Discussion with the committee chair determines whether the student's chair or another committee member writes the second question. Some faculty members write one broad, synthetic question for the second question. Others give several shorter questions. Some give students a choice of several questions. Again, the committee and the student should clarify these issues before the exam. **Students must register for three credits the semester they take their exams.**

Students develop reading lists in conjunction with faculty. The list may include readings from their graduate seminars but should incorporate themes, issues, and topics relevant to their thesis. The committee chair determines the final reading list.

It is up to the student to schedule the time and place of the exam in consultation with their committee chair and the department's administrative staff. Students should determine the logistics for their oral and written exams at the same time. After a student organizes their exams, their professors will provide the administrative staff with questions for the written exam.

Once students have answered the questions, they should send their answers to the administrative staff, who compile and send them to faculty members. All committee members receive a copy of the questions and the exam responses. The committee will grade the written portion of the exam pass/fail by majority vote. A student may only take the oral exam if they have passed the written exam.

Part II: Oral comprehensive exam & thesis defense

The student must take their oral exam no more than **ten days** after the written exam. The student must provide a draft of their professional paper or master's thesis to each of their committee members **at least fourteen calendar days before their oral examination.**

This exam takes place during a single two-hour block. In general, the first half of the oral exam focuses on follow-up questions about the written exams, and the second half is on the defense of the thesis. Any committee member may pose questions about the written exams, whether they issued one of the questions. The thesis defense portion allows the committee to offer constructive feedback on the student's thesis draft, and the student can consider how to improve their draft before final submission.

Scheduling exams

It is the student's responsibility to schedule both his/her written and oral exams. The student will need to work with his/her committee to find times and dates that will work for everyone (Doodle Polls can be helpful for this). The student should contact the department's student services coordinator to schedule a conference room for the oral exam. The student will need to secure a location for the written exam; the Department Conference Room is often available for this purpose.

The Graduate School has specific guidelines for when students complete exams and theses. **It is the student's responsibility to ensure they meet the appropriate deadlines for their exams and thesis.** Students should familiarize themselves with these timelines.

Grading the comprehensive exams

The comprehensive examination is graded pass/fail by a majority committee vote. The student officially passes the examinations when all concerns and deficiencies have been met and are deemed satisfactory by *all* committee members.

Report on Qualifying Exam/Comprehensive Exam/Thesis Defense Form:

A student's committee is responsible for submitting *written notice* of the results of the comprehensive examination to the student and to the Graduate School (using the Report on Qualifying Exam/Comprehensive Exam/Thesis Defense Form available online at <https://www.montana.edu/gradschool/forms.html>) no later than one (1) week after the examination or after the administration of each section. Please note that the "qualifying exam" box can be left blank; only the "comprehensive exam" box must be checked on the form.

Failed exam

If students fail their first exam, they may repeat their examinations once. At least two months must elapse before the second examination may take place. Failure to pass a second

examination results in termination of graduate study and dismissal from the program. Students dismissed from the program due to a failed comprehensive examination are ineligible to reapply.

Invalid exam

All committee members must be present at the oral portion of the comprehensive exams. Last-minute committee changes based on scheduling conflicts must be approved by the Graduate School. It is the student's responsibility to ensure that all committee members are available when scheduling an exam. Examinations held with only two committee members present will be invalid.

Professional Paper Track MA Students: MA Portfolio

Professional Paper Master's Degree students in History are required to submit to your committee members, academic services coordinator, and the Director of Graduate Studies by the end of finals week of their final semester:

- 1) An article-length **professional paper** of 30-40 double-spaced pages.
- 2) **An M.A. portfolio** comprised of:
 - a. An 8-10 page long, double-spaced, **scholarly autobiography** that reflects upon the master's student's intellectual and professional growth as a student at Montana State University.
 - b. **5 examples of work** that illustrate the intellectual and professional development discussed in the student's scholarly autobiography. Examples include papers written in M.A. coursework, public history projects, internship products, or other significant scholarly and professional milestones.

Students are required to collate the portfolio into a single Word document or PDF that begins with a title page, followed by a table of contents, scholarly autobiography, and five examples of their scholarly work.

Professional Paper & MA Portfolio Defense:

Each Professional Paper-track MA student is required to schedule a 2-hour long oral professional paper and portfolio defense with their entire committee at least 2 weeks in advance of the last day of finals week during the semester they plan to graduate. **The student is responsible for contacting their committee members to identify a time when all members can meet and for working with the department's student services coordinator to reserve a room for the defense.**

At least one week before their defense, students must e-mail their entire committee their completed professional paper and their completed MA portfolio for review. Please email this file to the Director of Graduate Studies and the Academic Services Coordinator at the same

time. The first hour of the defense will be spent on the student's MA portfolio and the second hour will be spent on the student's professional paper. Following the committee's feedback, each MA student must then submit final edited versions of both documents to their committee and to the student services coordinator before the last day of finals week. Successful defense and completion of both documents are required to pass their professional paper course (HIST 575) in their final semester.

Final Forms to Fill Out

Certificate of Approval Form for Theses and Dissertations (ONLY for MAs who chose the Thesis Option):

Upon successful completion of a master's thesis, the student must submit the Certificate of Approval Form for Theses and Dissertations to the Graduate School available here:

<https://www.montana.edu/gradschool/forms.html>

Graduation Form

To graduate, students must complete the Graduation Application form, which is also on the Graduate School's website, **the semester before they intend to graduate:**

<https://www.montana.edu/gradschool/forms.html>

To make sure that you have completed all requirements for the Ph.D., please see the helpful Certificate Audit Checklist, which is also on the Graduate School's website:

<https://www.montana.edu/gradschool/forms.html>

If you applied to graduate but you decide you need more time, students can complete the Withdraw Graduation Application on the Graduate School's website:

<https://www.montana.edu/gradschool/forms.html>

Doctoral Program

Requirements

All Doctoral students will successfully complete the following:

- Required coursework
- Additional Language Exam or its equivalent
- Written and Oral Comprehensive Exams
- Dissertation prospectus
- Dissertation
- Defense of Dissertation

Coursework

The Ph.D. in History requires a total of sixty-six credits, including four semesters of coursework and at least 18 credits of History 690: Doctoral Thesis. Students who enter the Ph.D. program with an M.A. may count thirty-course credits towards the Ph.D. Students who choose this option should be aware that the graduate school requires all students to complete sixty credits at Montana State University. The department suggests all students take History 503: History of America Before 1860 (if focusing on US History), History 505:

U.S. History 1860 to the Present (if focusing on US History), History 512: Topics in World History, and History 540: Historical Methods. The student's committee chair will consult with the student and other committee members to determine the precise credit/course requirement.

All students will declare a Major Field of emphasis and two Minor Fields.

Major Fields:

- History of Science and Technology
- Environmental History
- U.S. History

Minor Fields:

- Gender and Sexuality
- Race
- Class
- American West
- Science and technology
- Environmental History
- Labor and economy
- Religious studies
- Empire and Colonialism
- Historical theories and methods
- Philosophy of science
- Public History
- Museum studies

Public History Option

The Ph.D. program in History allows students to obtain a concentration in Public History. To obtain the area of concentration, students take an additional 12 credits, including History 502: Public History and Material Culture, and at least 9 internship credits (History 598). The internship can be completed after a student's comprehensive exams.

Committee

Doctoral committees must have at least four members. The chair must be a tenure-track or tenured professor at Montana State University. The committee must have a majority of tenure-track or tenured faculty members from Montana State University. **Ph.D. students must select their committee chair by the end of their third semester in the program.**

In selecting a committee chair, Doctoral students will want to consider some of the following: a faculty member's intellectual interests and expertise; the relevance of a faculty member's expertise to the student's dissertation and interests; courses taken with a faculty member; faculty member availability; and their working relationship with the faculty member. The student and committee chair then select the remaining committee members. Students should consult the Director of Graduate Studies if they have questions about choosing a chair and committee members.

The chair of the Doctoral committee has two primary responsibilities: 1) to guide the

student through their dissertation research and writing, and 2) to preside over the student's written and oral exams and dissertation defense.

Doctoral students primarily work with their chair to develop clear expectations, processes, and deadlines for the dissertation and exams. However, the student must keep their full committee informed of their progress.

The remaining Doctoral committee members primarily serve as readers of the dissertation and exams. However, they may elect to take on a more active role. They are strongly encouraged to provide written comments on draft dissertations.

“Program of Study” form

Once the student forms a committee, they need to submit a “Program of Study” form to the Graduate School. This form is available on the Graduate School's website as a DocuSign form. It requires the signatures of all committee members as well as a listing of the coursework the committee has approved for the graduate student's degree.

Need to change your committee? Use the Graduate Committee Revision Form available at <https://www.montana.edu/gradschool/forms.html>

Exams

The department requires four examinations for doctoral students: a language exam, a written exam, an oral exam, and a dissertation defense. Students complete the foreign language exam, the written exam, and the oral exam students before enrolling in HIST 690, Doctoral Thesis. If a student has completed coursework and is studying for exams, they may register for HIST 689: Doctoral Reading and Research, during the same semester they take their exams.

1) Language exam

All doctoral students must demonstrate reading knowledge of a language other than English. Most students choose to take a language exam to demonstrate this knowledge. To take this exam, students work with the graduate program coordinator to identify a faculty member to administer it. The chosen faculty member and the student then select a time together for the examination. On the selected day, the faculty member provides the student with a passage from a scholarly work in the target language. Students have two hours to translate the passage. They may use a dictionary to aid their translation. Students who have learned an indigenous language or a language not offered at MSU should contact the graduate program coordinator to discuss alternate ways to demonstrate their proficiency. Students must complete their language requirements before sitting for written and oral exams.

2) Written exam

The *Major Field* written exam will be four hours long, administered by the student's principal advisor, and read by the student's committee. The two *Minor field* written exams will be two hours long and administered by two other committee members.

The chair of the student's committee issues the question(s) for the major field exam; the chair may solicit questions for the major field exam from other committee members as

well. The chair generally solicits minor field questions from the committee, but they may also contribute a question.

Students develop a reading list in conjunction with their committees. They should ask their committees if there are themes, issues, or topics on which they would like the student to focus. The committee chair and other committee members determine the final reading list.

Some faculty members write one broad, synthetic question. Others give several shorter questions. Some provide students with a choice of several questions. Again, it is up to the committee and the student to clarify these issues.

All committee members receive a copy of the questions and the student's responses to their written exam. The committee then grades the written portion of the exam. The exam is pass/fail. A student may not take the oral exam unless they have passed the written exams.

3) Oral comprehensive exam

The oral exam must be **no more than ten days** after the written exams. The oral exam last two hours and focuses on coursework, the major and minor written exams, and a defense of the student's dissertation prospectus. Please note that it is the student's responsibility to ensure their committee has the dissertation prospectus well before the oral exam. The student should ask their committee members about their requirements for the prospectus.

The first hour of the oral exam will be a follow-up on the written exams. Any committee member may pose additional questions about the written exams. The second hour of the exam will be a defense of the student's dissertation prospectus.

4) Dissertation defense

Students need to enroll in three credits the semester they defend. The defense will be two hours in length. The first hour is a public presentation, and the second hour is only open to the student and their committee members. Committee members need to sign all appropriate forms at the time of the exam. The committee may recommend significant dissertation edits. Students must ensure they have enough time to complete rewrites before the graduate school's published deadline. Furthermore, the graduate school has very specific requirements concerning formatting. The student should contact the graduate school's formatting advisor to ensure they are formatting their dissertation correctly.

Scheduling exams and dissertation defense

The student is responsible for scheduling their written and oral exams and their dissertation defense. The student will need to work with his/her committee to find times and dates that will work for everyone. The student should contact the program coordinator to schedule a conference room for the oral exam and the dissertation defense. The student will need to secure a location for written exams.

The Graduate School has precise timelines for completing dissertations and exams. Students must be familiar with these regulations. It is their responsibility to ensure that their exams and dissertation defense are complete by the appropriate deadlines.

Grading the comprehensive exams

The comprehensive examinations are graded pass/fail by a majority committee vote. The

student officially passes the examination when all concerns and deficiencies have been met and are deemed satisfactory by *all* committee members.

Notice of results of the comprehensive exam

A student's committee is responsible for submitting *written notice* of the results of the comprehensive examination to the student and to the Graduate School (using the Report on Qualifying Exam/Comprehensive Exam/Thesis Defense Form available online at <https://www.montana.edu/gradschool/forms.html>). This form must be submitted within one (1) week after the examination is held or after each section is administered. Please note that the "qualifying exam" box can be left blank; only the "comprehensive exam" box must be checked.

Failed exam

If students fail their first exam, they may repeat their examinations once. At least two months must elapse before the second examination may take place. Failure to pass a second examination results in termination of graduate study and dismissal from the program. Students dismissed from the program due to a failed comprehensive examination are ineligible to reapply.

Invalid exam

All committee members must be present at the oral portion of the comprehensive exams. Last-minute committee changes based on scheduling conflicts must be approved by the Graduate School. It is the student's responsibility to ensure that all committee members are available when scheduling an exam. Examinations held with only two committee members present will be invalid.

Final Forms to Fill Out

Certificate of Approval Form for Theses and Dissertations:

Upon successful completion of a Ph.D. dissertation, students submit the Certificate of Approval Form for Theses and Dissertations to the graduate school. It is available here: https://www.montana.edu/etd/documents/ETD_COA_accessible.pdf

Graduation Form

To graduate, students must complete the Graduation Application form, which is also on the Graduate School's website, the semester before they intend to graduate:

<https://www.montana.edu/gradschool/forms.html>

To make sure that you have completed all requirements for the PhD, please see the helpful Certificate Audit Checklist, which is also on the Graduate School's website:

<https://www.montana.edu/gradschool/forms.html>

If you applied to graduate but you decide you need more time, students can complete the Withdraw Graduation Application on the Graduate School's website:

<https://www.montana.edu/gradschool/forms.html>

Requirements for Doctoral Students Entering with Only the B.A.

Students accepted for doctoral study who are entering the program with a BA only will:

- Complete no less than 60 post-baccalaureate credits; of these 60 total credits, the student must take:
 - a minimum of 27 credits of coursework; any additional coursework credits above these minimum 27 credits will be determined by the student's chair and committee.
 - 18-28 dissertation credits
- Foreign language exam
- Pass a written and oral comprehensive Ph.D. exam (which will count as **both** an MA and Ph.D. exam) and defend a dissertation prospectus, typically in their fifth semester or sixth semester, at which point the student may apply to the Graduate School for their MA degree.
- Complete and successfully defend their dissertation

Conversion from the Terminal M.A. to the Ph.D.

Sometimes students pursuing a terminal M.A. wish to switch to the department's Ph.D. program. They must apply for admission to the Ph.D. program no later than the sixth week of their final semester in the M.A. program. Students applying to switch to the Ph.D. program should do so prior to taking their written and oral exams. If the department accepts the student into the doctoral program, they will not take their M.A. exams (if they are on the thesis track) or defend their thesis/paper. Instead, they will begin their preparation for their doctoral exams. Students typically take these by the end of the next academic year.

Time Limit

Full-time **combined MA/Ph.D. students must complete all degree requirements within six years from the start of coursework in the doctoral program.** Students who are unable to complete their degrees within this six-year period may, with the endorsement of their committee chair and the Director of Graduate Studies, petition the department's graduate committee for a one-year extension. This six-year rule applies regardless of when the student passed their comprehensive oral and written exams.

Department and University

Financial support

The primary financial support the department offers is the Graduate Teaching Assistantship (GTA), which is awarded on a competitive basis. There are sometimes other opportunities available for financial support, such as grading, research assistantships with individual faculty members, and tutoring positions. Graduate students should be aware that university regulations generally limit graduate student contracts to 19 hours per week.

Teaching assistantships (GTAs)

The department awards teaching assistantships on merit. Interested graduate students must respond to the call for GTA positions sent out each semester. All teaching assistants are required to attend the graduate school's orientation and department teaching workshops. Graduate Teaching Assistants (GTAs) work up to 19 hours per

week on their teaching assignments. GTAs work closely with their assigned instructor throughout the term of their assistantship. Assigned instructors evaluate teaching assistants each semester.

Research assistantships (GRAs)

Graduate Research Assistantships are occasionally available to students. Supervising faculty assign GRAs specific projects. The GRA contracts specify duties and hours for assigned projects.

Graduate student travel

Subject to available funding, travel support for students to present at conferences will be awarded each semester, on a competitive basis, by the College of Letters & Science and the Department of History and Philosophy.

Note: All funding is dependent on satisfactory job performance and academic progress as outlined by the Director of Graduate Studies, the Department Chair, and the student's primary advisor. At the end of each semester, professors will evaluate assigned GTAs and GRAs. Graduate students must meet with their committee members twice a year to set goals and discuss their academic progress. Students must initiate either the Professional Graduate Annual Planning (PGAP) form or the Graduate Research Annual Timeline (GREAT) form through the graduate school. <https://www.montana.edu/gradschool/forms.html>. First-year Ph.D. students and all master's students completing a professional paper should use the PGAP form. All other students should complete a GREAT form. Students cannot register for courses until these forms are complete.

If a student's job or academic performance is deemed unsatisfactory, the Director of Graduate Studies will schedule a meeting with the student, their supervising faculty member, and at least one other faculty member to discuss the evaluation. After the meeting, faculty members will outline an improvement plan and set expectations for future funding and/or the student's continuation in the program. These will be shared with the student via email or a second meeting.

As noted in the Collective Bargaining Agreement between the Graduate Employee Organization and the Montana University System, graduate student employees have the right to union representation at meetings concerning job performance. They do not have a right to representation at meetings concerning academic performance, even if they may affect future employment.

Community

Not all learning is done in a classroom. Part of being a graduate student requires participating in the intellectual environment of the department and university. Many venues now exist where this intellectual environment is fostered.

History Graduate Student Association (HGSA)

History graduate students founded the HGSA, which hosts many of the events described below as well as the High-Altitude History blog, written by students in the department. Check it out at

<https://historymsu.wordpress.com/>)

Graduate student colloquium

Hosted by the HGSA, the colloquium gives graduate students the opportunity to present their work to colleagues and faculty in the department. These informal sessions are excellent preparation for conference presentations and for oral exams. Participation is strongly encouraged.

Rough Cut Series

The History Graduate Student Association also hosts a faculty Rough Cut series. During Rough Cuts, professors have a chance to share their ongoing research and findings with the department.

First Fridays

On the first Friday of each month, faculty and graduate students will meet informally at Bridger Brewery at 4:30 pm, to participate in the ancient tradition of mixing intellectual discussions with refreshing refreshments.

Michael P. Malone Student Center

This room, across from the main office, is available as a meeting space for you, as well as a space to administer make-up exams. Check with the office before using this space for a meeting or make-up exam.

Computers

The Department has four computers available for student use. One is in the GTA carrels and there are three computers in the Malone Student Center. All have internet access.

Projectors, laptops

The Department has laptop computers and LCD projectors available for presentations and lectures related to your teaching and scholarly work. Sign-up sheets are in the supply room.

Mailboxes and e-mail

GTA's will be assigned a mailbox, located in the main office, 2-155 Wilson Hall. Graduate students who are not GTAs will be notified of department or graduate program news by email. **It is important that students check both their mailboxes and email accounts regularly.**

GTA carrels

The carrels provide GTAs with a semi-private workspace, complete with desks, chairs, and enclosed shelves. Please treat these items and this space with care and respect. Also please be considerate of the rights and privacy of others assigned to the room.

Photocopying

GTAs may make photocopies related to their teaching duties. Please ask one of the office staff to show you how to use the copy machine. *You are required to make your*

own copies. At high volume times, the work of the office staff takes priority.

Office supplies

GTAs may help themselves to office supplies needed for their teaching duties. These are kept in the supply room, which is located inside the main office. If you take the last of an item, let one of the office staff know.