

NORTHERN ARIZONA UNIVERSITY

**DEPARTMENT OF HISTORY
GRADUATE STUDENT HANDBOOK**

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TABLE OF CONTENTS

I.	INTRODUCTION	4
II.	OBJECTIVES BY DEGREE PROGRAM	4
III.	M.A. PROGRAMS IN HISTORY	5
	A. Admission to the M.A. Program	5
	B. Applicable University and Department Rules and Regulations	5
	C. Requirements of the M.A. Programs:	6
	1. Credit Hours	6
	2. Program Committee	6
	3. Program of Study	6
	4. Program Coursework Options:	6
	a. M.A. in History—Research Plan	6
	b. M.A. in History—Extended Coursework Plan	8
	5. Cognate Field	8
	6. Limits on Number of Co-convened, 400-Level, Independent Study, and Graduate Research Coursework	8
	7. Required Professional Development Course	9
	8. Required Scholarly Development Course	9
	9. Grade Requirements	9
	10. Independent Study and Graduate Research Courses	10
	11. Transfer Credits	10
	12. Application for Graduation	10
	13. Policies Regarding English Proficiency	10
IV.	PH.D. PROGRAM IN HISTORY	11
	A. Admission to the Ph.D. Program	11
	B. Applicable University and Department Rules and Regulations	11
	C. Credit Hour Requirements	11
	D. Residency Requirement	12
	E. Ph.D. Program Committee	12
	F. Fields of Study	12
	G. Program of Study	13
	1. Limits on Number of Co-convened, Independent Study, and Graduate Research Coursework	14
	2. Cognate Field	14
	3. Required Professional Development Courses	14
	4. Required Scholarly Development Course	15
	H. Admission to Candidacy	15
	1. Foreign Language/Research Skill Requirement	15
	a. Language competency	15
	b. Replacing a language with a research skill	15
	2. Professional Portfolio:	16

a. Portfolio Contents	16
b. Oral Examination	17
3. Certification of Completion of Program Requirements	17
4. Formation of the Dissertation Committee	17
5. Completion of Dissertation Prospectus and Application for Candidacy	18
I. Doctoral Dissertation:	18
1. Research and Writing	18
2. Oral Defense	19
J. Outline of Program of Study to Be Completed Beyond the M.A. Degree	19
K. Grade Requirements	20
L. Transfer Credit	20
M. Application for Graduation	20
N. Policies Regarding English Proficiency	20
V. POLICIES AND ACADEMIC CONDUCT	21
A. Changes in Student Committees	21
B. Grievance and Appeal Procedures	22
C. Dismissal	22
VI. SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE	22
VII. POLICIES FOR GRADUATE ASSISTANTS	23
A. General	23
B. Graduate Teaching Assistants	24
C. Graduate Research Assistants	24
D. Renewal of Graduate Assistantships	25
VIII. HISTORY DEPARTMENT FACULTY	26

I. INTRODUCTION

Our faculty and curricular offerings provide breadth and depth for graduate studies in a wide range of fields, while maintaining a traditional strength in the study of the American West, Southwest, and borderlands. Our programs emphasize interdisciplinary approaches to the historical study of several regions and promote understanding of each region as it has developed in global, political, social, economic, cultural, ethnic, and environmental contexts. Our thematic courses provide you with the opportunity to study local and regional historical processes across disciplinary and geographic boundaries and to appreciate our increasingly interdependent and multicultural world. Our courses are taught by environmental historians with expertise in scientific areas, by social and cultural historians well-versed in gender and sociocultural theory, by economic historians interested in questions about the preservation of natural resources and sustainable environments, and by ethnohistorians employing anthropological approaches to cross-cultural encounters.

II. OBJECTIVES BY DEGREE PROGRAM

The NAU History department offers a Master of Arts degree in History and a Doctor of Philosophy degree in History. Normally, a student with an appropriate degree in a related discipline and a 3.0 grade point average is eligible to apply for admission to these three programs.

The M.A. programs in History at Northern Arizona University are designed to prepare students to pursue a variety of academic, career, and personal interests. These may include preparation for doctoral or other post-graduate degrees, teaching, and public service. The programs stress a close professor-student relationship. While maintaining a strength in the American West, the programs encourage students to approach the study of history in its global context, drawing on comparative perspectives. For the Master of Arts in History there is both a thesis and non-thesis (extended coursework plan) option. Both options require at least 39 credit hours to receive the M.A. degree.

The Ph.D. program in History at Northern Arizona University is designed to prepare students to pursue a variety of academic and career interests, including college-level teaching, research, secondary education teaching, and public service. The program is small and individualized; it may be oriented to the needs of those who intend to focus on teaching, research, and publication within a field of specialization; or more broadly to prepare for general classroom instruction, career advancement, or personal enrichment. In every case it encourages students to approach the subject matter from broad multidisciplinary and comparative perspectives, while at the same time engaging in in-depth and innovative research of a particular historical subject, as embodied in the student's doctoral dissertation work. Students choose courses from geographical and thematic areas in history, and from cognate disciplinary areas which address their career needs. In the last case, the courses selected may emphasize disciplines, such as anthropology or literature, which bring complementary methodological and theoretical perspectives to the study of a historical topic.

III. M.A. PROGRAMS IN HISTORY

A. Admission to the M.A. Program

A prospective M.A. student must submit to the Graduate College:

1. The Graduate College admission form, and
2. Official transcripts of all previous academic work. Transcripts should show at least 18 hours of coursework in history (or a cognate field) at the undergraduate level and/or graduate level.

The following materials should be sent directly to the History Department Graduate Secretary:

1. The History Department program application form.
2. Recommendation letters and forms from three people with up-to-date familiarity with the applicant's academic work and ability.
3. Scores for the **general** Graduate Record Examination Aptitude Test.
4. A statement of intent from the applicant explaining his/her preparation for and objectives in pursuing the M.A. degree.
5. A sample of writing, preferably an assigned historical essay containing critical analysis and research.

All these requirements must be met and filed with the department graduate coordinator before your application will be evaluated. **Application deadlines are February 15 for admission in the fall semester, and October 1 for the spring.**

The Department of History through its graduate committee makes admission decisions on the basis of the materials you submit and the committee's understanding of the themes and geographic areas that you wish to study. We may turn away otherwise qualified applicants who wish to study themes and geographic areas for which faculty are not available or temporarily overcommitted due to other university/department-related assignments.

B. Applicable University and Department Rules and Regulations

You should be sure to obtain copies of the current NAU *Graduate Catalog* and this student handbook. The rules and regulations contained in these two publications will govern your studies here at the University. Should any changes to existing rules or new regulations be enacted subsequent to your admission date to the Department of History you are not required to follow these changes unless you agree to do so. In instances where programmatic changes are enacted and older, required coursework is no longer available, then every effort will be made to provide viable substitute coursework to allow you to finish your degree. You should consult with your advisor (program chair) concerning such problems.

C. Requirements of the M.A. Programs:

1. Credit Hours

You must complete at least 30 hours of coursework approved by a program committee. For information on limitations regarding transfer credits from graduate courses taken at another institution, see NAU's current *Graduate Catalog* available on-line by accessing the Graduate College's web site.

2. Program Committee

Initially the Coordinator of Graduate Studies advises all new incoming students. In consultation with the Coordinator, you should select a program committee during your second semester of residence. This committee will be made up of a program chair (advisor) and two additional members and, as much as is possible, should represent your area(s) of interest. Your program chair schedules regular meetings with you and your committee to evaluate your progress. For your own protection we recommend that you meet at least once an academic year with your committee and more frequently with your advisor.

To form your program committee, you should first consult with the Graduate Coordinator about choosing a chair for your committee, who will serve as your academic advisor. The rest of your committee should be chosen from among the faculty in consultation with your advisor. In some cases faculty members of your choice may have assignments or other commitments that prevent them from serving on your committee. To prevent confusion, please ensure that you have the explicit consent of each faculty member on your committee.

3. Program of Study

It is your responsibility as a graduate student to file a program of study form, approved by the program committee, with the Graduate Coordinator when you have completed 18 credit hours of coursework. Your program of study represents an agreement between you, your advisor, your program committee and ultimately the department concerning what courses you will be taking and how your studies with us will be organized.

4. Program Coursework Options:

a. M.A. in History—Research Plan

Under this plan, a minimum of 30 credit hours of graduate coursework is required, including up to 6 hours for the research, writing and oral defense of an approved thesis. The other hours will include the following:

- (i) History 600 (Historiography and Methodologies) must be taken, whenever possible, in the first semester of coursework.

- (ii) Courses in history related to a major geographic (U.S., Europe, Latin America, Asia, Africa, or the Middle East) or thematic (Colonialism & Nationalism; Culture, Power, and Ideology; Environment & Economy; Gender, Race, and Class) field of at least 12 credit hours.
- (iii) Courses in one secondary field of at least 9 hours. If the Primary field is geographic then the secondary field must be thematic and vice versa. Up to six (6) hours of the secondary field may be from a cognate area.
- (iv) Among the above, there must be at least one research seminar. You must earn an A in this course before enrolling in Thesis (HIS 699).
- (v) Electives should be chosen in consultation with your advisor.

Depending on your research interest, your program committee may require competence in a foreign language before you register for thesis hours.

Under the research plan, you must, with the guidance of your program committee and particularly your committee chair (advisor), develop a thesis topic by the time you complete 24 credit hours of coursework. You must submit your thesis topic and plan of research to your committee for approval, after which research may commence.

Thesis research at NAU is expected to be of the highest quality and provide evidence of your ability to move on to the Ph.D. level. Your thesis should present original research findings, rework and refine the findings of others in new and original ways, or provide provocative new directions in the application of the discipline. During the research and writing of the thesis you must register for HIS 699. While you may require more than 6 hours of HIS 699 to complete the thesis, only a maximum of 6 hours will count toward the 30 hours minimum for the program of study. If you have fewer than 6 hours of HIS 699, you will have to take more than 24 hours of other coursework to make up the required minimum total of 30 credit hours.

Your thesis is written under the close supervision of your program committee chair (advisor). You will consult with other members of your committee but your advisor has primary responsibility. Before beginning to write your draft, we recommend that you visit with the NAU Graduate College thesis coordinator to obtain information concerning required formats. Using these formats from the beginning will save you considerable time later on in the writing process. When you reach the point at which your advisor and the remainder of the committee believe that you are ready for the oral defense you should provide a clean copy of your thesis draft in essentially its final form to all members of your committee.

Be aware that early in the semester in which you expect to graduate, you must submit an unbound copy of your thesis to the Graduate College's thesis coordinator who will check it against that office's requirements pertaining primarily to the binding process. The coordinator does not check documents during the last two weeks of each semester or between semesters. For further details check with the thesis coordinator and the current NAU *Graduate Catalog*.

Upon completion of the thesis you are required to defend your project before your program committee and others in the university community who wish to attend. The scheduling of all thesis defenses will be coordinated by the committee chair and is subject to the following:

- No thesis defense may be held during finals or reading week.
- A completed draft must be turned in to the thesis committee four (4) weeks prior to any defense date.
- Defense dates are to be set by the thesis committee in consultation with the student.
- Summer defenses may take place only during the week following finals or the week before the beginning of Fall semester.

The date and time of the thesis defense is, by tradition, publicly announced. The thesis is considered passed if no more than one negative vote is cast when the thesis is formally defended.

The final copy and the signed forms must be submitted to the Graduate College at least three weeks prior to graduation. Each candidate is responsible for knowing all pertinent Graduate College rules and regulations pertaining to thesis preparation, format, and binding.

b. M.A. in History – Extended Coursework Plan

Under this plan, the student does not write a thesis. The required 30 credit hours include the following:

- (i) History 600 (Historiography and Methodologies) taken, whenever possible, in the first semester of coursework.
- (ii) Courses in history related to a major geographic (U.S., Europe, Latin America, Asia, Africa, or the Middle East) or thematic (Colonialism & Nationalism; Culture, Power, and Ideology; Environment & Economy; Gender, Race, and Class) field of at least 12 credit hours.
- (iii) Courses in one secondary field of at least 9 hours. If the Primary field is geographic then the secondary field must be thematic and vice versa.
- (iv) Courses in a third field of at least 6 hours which may include geographic or thematic courses or courses from a cognate field.
- (v) Enough elective hours to make up the minimum total of 30 hours of coursework. Elective courses should be chosen in consultation with the student's program committee chair.

Under this plan, in lieu of a thesis, the student must take a comprehensive final examination on the courses taken. The comprehensive exam will have written and oral components to be structured by the program committee.

5. Cognate Field

Courses to fulfill the requirements of a cognate or minor may be selected from disciplines such as Anthropology, Economics, English, Sociology, or another appropriate area approved by the student's advisor prior to completion of the cognate.

6. Limits on Number of Co-convened, 400-Level, Independent Study and Graduate Research Coursework

From all of the following categories combined, you are limited to counting no more than 9 hours toward your total coursework: 400-level, co-convened 400 and 500 level, independent study (HIS 697), and graduate research (HIS 685). No more than 6 hours may be taken in any one of these categories.

Courses co-convened at the 400- and 500-levels include advanced undergraduate and graduate students. The classroom experience will be the same for both levels, but graduate students will receive more advanced assignments and may also receive teaching experience in these courses by leading discussions and/or lecturing occasionally.

The Department of History also may offer courses co-convened between 500- and 600-level classes. When selecting these courses, you may choose between taking a readings (500-level) or research (600-level) orientation to the subject matter and register under the appropriate course line number.

7. Required Scholarly Development Course:

History 600, Historiography and Methodologies, is a three credit hour course required of all graduate students. This course will introduce you to historiography from the nineteenth century to the present and provide you with an overview of theoretical and methodological approaches to the study of history.

8. Grade Requirements

Graduate students must maintain a graduate grade point average of 3.0 or better to complete requirements for a degree. A grade of C can be counted toward graduate credit, but no more than 6 semester credit hours earned with a grade of C may be counted as credit toward a degree. A student with more than 6 graduate hours earned with a C may be disqualified from the degree program, as may a student who earns any grade lower than C.

If you are unable to complete work in a scheduled course within a semester for reasons beyond your control, you may petition the instructor to receive a grade of Incomplete (“I”). If the instructor agrees to give an “I”, you and the instructor will file the Incomplete graduate contract, indicating the exact work needed to finish the course. This written agreement must also indicate the date by which the work must be completed, and that date cannot be longer than one calendar year from the end of the semester in which the student was enrolled in that course. By the end of the time agreed to in writing, the instructor must submit a permanent earned grade for the course or the grade remains a permanent incomplete. The In Progress (“IP”) grade is used for courses that, by their content and requirements, normally require more time than the semester or summer session in which they are scheduled. The student must also be making satisfactory progress in the course to receive a grade of “IP”. We recognize the following courses as appropriate for this

grade: thesis (HIS 699), independent study (HIS 697), graduate research (HIS 685), legislative internship (HIS 566), field work experience (HIS 608) and internship (HIS 796).

10. Independent Study (HIS 697) and Graduate Research (HIS 685) Courses

You can enhance your program through independent research and/or reading under a faculty member's direction. Such independent work is particularly appropriate where the subject is not available in regular seminars or where the student wishes to address seminar topics in greater detail. Normally, MA students may include no more than 6 hours of independent study (HIS 697)/directed research (HIS 685) in their program of study. The topical outline and reading list for any independent study must be approved by the supervising professor and department chair prior to registration and, where included in the student's program of study, by the student's program advisor. Directed study cannot be used to substitute for regularly scheduled seminars. Independent study courses may be taken for either a letter grade or on a pass/fail basis.

11. Transfer Credits

Transfer credits from other institutions may not exceed 9 credit hours (25% of the total minimum semester hours required for the MA degree). Forms may be obtained from the Graduate College to petition for acceptance of transfer credit. These forms should be approved by your advisor and must be accompanied by official transcripts from the schools where the credits were earned.

12. Application for Graduation

You must make application for graduation through the Office of the Registrar. This should be initiated early in the semester before graduation to meet the Registrar's deadline.

13. Policies Regarding English Proficiency

A minimum score of 580 on the TOEFL exam (Test of English as a Foreign Language) is required for all foreign students. Remedial work in English may be required of foreign students if, in the judgment of the Program Committee, a foreign student does not have adequate command of English to successfully pursue his/her degree.

During the first planning session for each graduate student's program of study, the faculty advisor and/or the Graduate Coordinator should make a determination as to whether the student's English language capability to do graduate level work in this department is adequate. The student's TOEFL score and previous academic performance in English language institutions should be examined. Additional study in English may be required. A likely action would be to recommend a program of only 6 hours of coursework toward the degree, in conjunction with "Intensive English for International Students," a 3-credit course. This course may not be used toward the degree.

IV. PH.D. PROGRAM IN HISTORY

A. Admission to the Ph.D. Program

In addition to filing the appropriate forms for admission with the Graduate College, you, as prospective doctoral student, must complete the History Department program application form. Since admission is limited and selective, an applicant should confer in person or correspond with the department's Coordinator of Graduate Studies and with faculty members in your area(s) of interest before making a formal application. In this way, you may determine whether the program meets your professional goals and time requirements and whether your academic background and professional experience meet the department's criteria.

You must submit letters of recommendation from three people acquainted with your previous academic work. If experience in business, government or education relates to your intended field of specialization at NAU, letters should also be requested from supervisors. Scores for the general Graduate Record Examination Aptitude Test are required and should not date back more than five (5) years. In addition, you must submit a letter explaining with specificity your objectives in pursuing the doctoral degree, and writing samples (an MA thesis or other examples of scholarly work at the master's level). All these requirements must be met and filed with the department's Coordinator of Graduate Studies before the application will be evaluated. **Application deadlines are February 15 for admission in the fall semester and October 1 for the spring.**

The Department of History through its graduate committee makes admission decisions on the basis of the materials you submit and the committee's understanding of the themes and geographic areas that you wish to study. We may turn away otherwise qualified applicants who wish to study themes and geographic areas for which faculty are not available or temporarily overcommitted due to other university/department-related assignments.

B. Applicable University and Department Rules and Regulations

You should be sure to obtain copies of the current NAU *Graduate Catalog* and this student handbook. The rules and regulations contained in these two publications will govern your studies here at the University. Should any changes to existing rules or new regulations be enacted subsequent to your admission date to the Department of History you are not required to follow these changes unless you agree to do so. In instances where programmatic changes are enacted and older, required coursework is no longer available, then every effort will be made to provide viable substitute coursework to allow you to finish your degree. You should consult with your advisor (program chair) concerning such problems.

C. Credit Hour Requirements

At least 36 hours of coursework beyond the M.A. degree, excluding the doctoral dissertation, are usually required to complete the Ph.D. in History. Most students spend four or more semesters on campus. A doctoral student carrying a minimum of 9 hours per semester is considered a full-time student. The actual number of credit hours that you must complete is dependent on your

previous training and background in History and will be determined in consultation with your program committee chair (advisor) and the members of your program committee. If you enter the program with relatively little previous coursework in History, you may be required to take more than 36 hours of coursework beyond the Masters degree, excluding dissertation credit.

D. Residency Requirement

To fulfill the Ph.D. residency requirement, you must spend at least two semesters of full-time study in residence after being admitted to the degree program. We recommend three full-time semesters for the History Ph.D. program. Full-time study is defined as carrying a minimum load of nine hours during a semester. Your residency semesters need not be consecutive. The purpose of the residency requirement is to provide doctoral students with opportunities for conferences, seminars, individual study, and interaction with resident faculty and other graduate students. If you, for reasons related to employment, etc., cannot take nine hours of coursework each semester, you may petition the Graduate Dean to waive this requirement. See the current NAU *Graduate Catalog* for additional information on general residency requirements for Ph.D. programs at the University.

E. Ph.D. Program Committee

Initially the Coordinator of Graduate Studies advises all new incoming Ph.D. students. In consultation with the Coordinator, you should select a program committee during your second semester of residence. Usually this committee will be made up of a program chair (advisor) and three additional members and, as much as is possible, should represent your area(s) of interest. An additional member from a cognate field may be included in this number, if appropriate. Your Ph.D. program committee function is to assist you in developing a program and to monitor your progress through the language and comprehensive examinations stages of your studies. Your program chair schedules regular meetings with you and your committee to evaluate your progress. For your own protection we recommend that you meet at least once an academic year with your committee and more frequently with your advisor.

To form your program committee, you should first consult with the Graduate Coordinator about choosing a chair for your committee, who will serve as your academic advisor. The rest of your committee should be chosen from among the faculty in consultation with your advisor. In some cases faculty members of your choice may have assignments or other commitments that prevent them from serving on your committee. To prevent confusion, please ensure that you have the explicit consent of each faculty member on your committee.

F. Fields of Study

The NAU History graduate program has traditionally prepared its students for (among other careers) teaching history at all levels of secondary and higher education. An internship (HIS 796) in teaching, archival research, or another relevant area are consequently required components of the program. We recognize, too, that the teaching of history today increasingly requires preparation in comparative, world history perspectives. Accordingly, the NAU program requires that each student concentrate in both geographic and thematic areas, reflecting both the

student's interests and the special expertise of our faculty. With the advice of your doctoral program committee, you select geographic and thematic fields of study. You must choose at least three fields of at least 6 credit hours each. At least one of these must be a thematic field, and at least one must be a geographic field. It is expected that at least 24 credit hours in history at the graduate level will be earned at NAU, although exceptions, on rare occasions, may be granted with the advice and consent of your program advisor, in consultation with the Graduate Studies Coordinator.

1. Geographic Fields

- a. U.S. (including American Southwest & Borderlands)
- b. Europe
- c. Latin America
- d. Asia
- e. Africa
- f. Middle East

2. Thematic Fields

- a. Colonialism & Nationalism
- b. Culture, Power, and Ideology
- c. Environment & Economy
- d. Gender, Race, and Class

While any given course or independent study might conceivably apply to more than one of these fields, you may apply each course to only one of your chosen fields.

G. Program of Study

Your program must be planned in advance and submitted first to your program chair and committee and then to the department's Graduate Studies Committee for approval. You should design your program of study in your second semester of coursework. The department expects that your program will be a combination of 500-, 600- and 700-level coursework. Doctoral students are not permitted to take 400-level courses. The department encourages you to construct an individual program that combines intensive reading courses and graduate research seminars.

Your program of study represents an agreement between you, your advisor, your program committee and ultimately the department concerning what courses you will be taking and how your studies with us will be organized. A well-planned, agreed-upon program of study can remove many possibilities for future misunderstandings. As ours is a relatively small department, faculty are sometimes temporarily unavailable to teach normally scheduled courses. When this occurs you will sometimes be forced by circumstance to change your program of study. In this event your program may be revised with the approval of your program committee.

1. Limits on Number of Co-convened, Independent Study and Graduate Research Coursework

From all of the following categories combined, you are limited to counting no more than 9 hours toward your total coursework: co-convened, independent study (HIS 697), and graduate research (HIS 685). No more than 6 hours may be taken in any one of these categories.

Doctoral students are not permitted to take 400-level courses. Courses co-convened at the 400- and 500-levels include advanced undergraduate and graduate students. The classroom experience will be the same for both levels, but graduate students will receive more advanced assignments and may also receive teaching experience in these courses by leading discussions and/or lecturing occasionally.

The Department of History also may offer courses co-convened between 500- and 600-level classes. When selecting these courses, you may choose between taking a readings (500-level) or research (600-level) orientation to the subject matter and register under the appropriate course line number.

You can sometimes enhance your program through independent research and/or reading under a faculty member's direction. Such independent work is particularly appropriate where the subject is not available in regular seminars or where the student wishes to address seminar topics in greater detail. The topical outline and reading list for any independent study must be approved by the supervising professor and department chair prior to registration and, where included in the student's program of study, by the student's program advisor. Directed study cannot be used to substitute for regularly scheduled seminars. Independent study courses may be taken for either a letter grade or on a pass/fail basis.

2. Cognate Field

We encourage you to select 6 to 9 credit hours in a cognate discipline which brings complementary perspectives to your chosen topic or thematic area of study. When another discipline is not appropriate, you may take an additional 6 to 9 credit hours of history.

3. Required Professional Development Courses

History 796 is required for all Ph.D. students, this is a practicum or internship. The internship will usually include a teaching assignment, structured and monitored by the student's program advisor. For students who are, or have been, teaching assistants, this will normally entail teaching a course independently in close mentorship with a faculty member. Graduate students who have not had the experience of teaching independently will perform the duties of a teaching assistant for one semester or be given a teaching assignment that is appropriate for the student's needs. In cases where students already have teaching experience, the internship may take place in an archive or other appropriate institution approved by the department's Graduate Studies Committee.

4. Required Scholarly Development Course

History 600, Historiography and Methodologies, is a three-credit-hour course required of all Ph.D. students in their first year, unless they can provide evidence of having taken a similar course as part of their M.A. program. This course will introduce you to historiography from the nineteenth century to the present and provide you with an overview of theoretical and methodological approaches to the study of history.

H. Admission to Candidacy

Approximately four full-time semesters (nine hours per semester) beyond the M.A. degree are usually required to advance to candidacy. You must complete these requirements in the following order:

1. Foreign Language/Research Skill Requirements

You must demonstrate a proficiency in two foreign languages, or one foreign language and a sophisticated computer skill, statistical analysis, paleography, or another relevant skill acceptable to your Ph.D. program committee. The language (or skill) requirements should be completed before taking the comprehensive examination.

a. Language competency

For the language requirement, you must achieve a second-year level of proficiency, i.e., successfully complete two years of a foreign language at the college or university level. If the second year has been completed with a grade of B or better within the last three years prior to admission to the doctoral program, the requirement is satisfied. If not, you must pass a language examination administered by the Department of Modern Languages.

b. Replacing a language with a research skill

As stated above, certain sophisticated research skills may be substituted for one of the two languages required for the Ph. D. in history. For example should you elect to use statistical knowledge as an alternative to a second foreign language, you should be prepared to demonstrate a thorough level of competency in descriptive statistics as well as an adequate comprehension of the theory, application, management and interpretation of basic inferential statistics through simple correlation, and familiarity with a state-of-the-art statistics software on the computer platform of your choice. Before claiming statistical skills, paleography, or other research skills as a substitute for a foreign language, you must demonstrate that such skills relate directly to your research interests and dissertation topic. The student's competency will be judged by a faculty member qualified in the skill in question.

2. The Professional Portfolio

From the first semester in the program, graduate students begin to prepare a Professional Portfolio of their professional work.* This portfolio takes the place of written comprehensive examinations. Through the portfolio, students demonstrate their command of their fields and their preparation to undertake dissertation research. It should be designed with this purpose in mind.

a. Portfolio Contents:

The portfolio physically must be contained within a three-ring binder. It **must** contain the following items:

1. A Table of Contents.
2. Signed forms showing completion of language requirements (or research skill) and Program of Study.
3. A curriculum vitae.
4. All research seminar papers.
5. Major written work from all colloquia and readings courses, including
 - A. historiographical essays.
 - B. annotated bibliographies.
6. Any of your own publications.
7. A dissertation prospectus of approximately 10 pages, plus bibliography and a 150-word abstract.
8. "Synthetic essays"
 - a. Three historiographical essays of no less than 25 to 30 pages each that build upon your coursework and additional readings in your three specialization fields (see pp. 12-13 of this *Handbook*). The essays are intended to demonstrate historiographical proficiency on broad topics and themes in your major dissertation field and two other specializations. They should reflect your understanding of the leading research issues in each field. The focus of the essays will be determined by the student and her/his Program Committee and submitted to the Graduate Studies Committee for approval before the essays are written.
 - b. Each of the 3 essays will be accompanied by a comprehensive reading list that represents the state-of-the-art in the field and forms the basis for the essay.

The portfolio **may** contain the following items, if students and their committees find them helpful as evidence of the students' preparation:

- * Additional historiographical essays and annotated bibliographies.
- * Syllabi of courses taught or proposed.
- * Book reviews.
- * Conference papers or posters.
- * Grant proposals.
- * Op-ed pieces.
- * Public-history activities.
- * Web-site designs.

* The Professional Portfolio replaces the previous Comprehensive Examination system.

Students should arrange with their Program of Study committee members for a review of their portfolio to be done at least once a year, usually each April.

Once a student has completed these requirements, the faculty advisors of each of the specialization fields will evaluate the relevant sections and submit a detailed assessment to the student, his or her advisor, and the Director of Graduate Studies.

Once the field advisors have finished their work, the student's major advisor reviews the portfolio in its entirety. At that point the student's advisor notifies the student, other committee members, and the director of graduate studies as to whether the student may proceed to the oral examination.

b. Oral Comprehensive Examination

The oral exam follows no more than one month after the announcement of the successful completion of the portfolio. The student's entire committee participates in a two-hour oral discussion of the portfolio. The student may invite additional members with expertise in the teaching fields or the dissertation prospectus. The oral might cover the various specialization fields, the student's overall historical vision, or larger intellectual agenda. Following your oral, your program committee will vote to determine whether you have passed the exam. A two-thirds majority of the committee must vote to "pass" in order for you to successfully complete this requirement, and your committee may recommend additional work in a specific field.

3. Certification of Completion of Program Requirements

After you have successfully (a) demonstrated proficiency in two foreign languages (or one language plus an acceptable research skill); and (b) completed your Professional Portfolio and oral examination, your program committee has completed its work. At this point in time your program committee should be replaced by a dissertation committee that directs the dissertation.

4. Formation of the Dissertation Committee

Your dissertation committee is distinct from your program committee, reflecting the academic areas covered by the dissertation topic. You, in consultation with your program chair and/or the coordinator of graduate studies, will select your dissertation committee. The dissertation committee must have at least four faculty members, one of whom must be from outside the Department of History. One member of the committee, from the History Department, usually the faculty member whose own research work relates most closely to the intended focus of your dissertation, shall serve as the dissertation director, and chair the committee. In exceptional circumstances, when appropriate, two members may serve as co-directors of the dissertation and co-chairs of the committee. You and your dissertation chair through your department chair must contact the Graduate College so that your dissertation committee can be officially appointed and approved by the vice provost for graduate studies and research.

5. Completion of Dissertation Prospectus and Application for Candidacy

In consultation with the dissertation director, other members of the committee, and perhaps the Graduate Studies Coordinator, you will develop a dissertation prospectus, complete with a research plan and work schedule, within one semester of passing the comprehensive examinations. A formal prospectus (approximately 10 pages) that presents the problem to be studied and the theoretical and methodological approaches to be used must be approved by your dissertation committee. After approval, your prospectus and your program of study are filed with the Graduate College. See the current edition of NAU's *Graduate Catalog* for further guidelines and procedures governing admission to candidacy for Ph.D. students.

I. Doctoral Dissertation:

1. Research and Writing

Dissertation research at NAU is expected to be of the highest quality and provide evidence of your ability to move into the profession. Your dissertation should present original research findings, rework and refine the findings of others in new and original ways, or provide provocative new directions in the application of the discipline. During research and writing of the thesis, you must register for dissertation credit (HIS 799) each semester. A minimum of 15 hours of HIS 799 are necessary to fulfill your overall Ph.D. program of study. These 15 hours plus 36 hours of required coursework constitute the 51-hour degree.

Your dissertation is written under the close supervision of your dissertation committee chair. You will consult with other members of your committee but your dissertation chair (advisor) has primary responsibility. Before beginning to write your draft we recommend that you visit with the NAU Graduate College dissertation coordinator to obtain information concerning required formats. Using these formats from the beginning will save you considerable time later on in the writing process.

Usually you and your advisor work your way through the draft. As you progress through stages of writing, the committee as a whole becomes more involved. Other members of your committee will read, edit, and comment on your draft. When you reach the point at which your advisor and the remainder of the committee believe that you are ready for the oral defense you should provide a clean copy of your dissertation draft in essentially its final form to all members of your committee.

Be aware that early in the semester in which you expect to graduate, you must submit an unbound copy of your dissertation to the Graduate College's dissertation coordinator who will check it against that office's requirements pertaining primarily to the binding process. The coordinator does not check documents during the last two weeks of each semester or between semesters. For further details check with the dissertation coordinator and the current NAU *Graduate Catalog*.

2. Oral Defense

Upon completion of the doctoral dissertation you are required to defend your project before your dissertation committee and others in the university community who wish to attend. The date and time of the dissertation defense is, by tradition, publicly announced. By university regulations dissertation defenses must be scheduled using the “Dissertation Defense Scheduling Form” which must be submitted to the Graduate College at least two weeks before the anticipated defense date. Dissertation defenses may not be held during reading week, final exams, or during the summer or intersession.

The scheduling of all dissertation defenses will be coordinated by the committee chair and is subject to the following:

- No dissertation defense may be held during finals or reading week.
- A completed draft must be turned in to the thesis committee four (4) weeks prior to any defense date.
- Defense dates are to be set by the thesis committee in consultation with the student.
- Summer defenses may take place only during the week following finals or the week before the beginning of Fall semester.

The dissertation is considered passed if no more than one negative vote is cast when the dissertation is formally defended. Defense of the dissertation must take place within four years after the Comprehensive Examinations have been passed.

The final copy and the forms signed by your committee members must be submitted to the Graduate College no later than the last day of the semester or summer session in which you plan to graduate. Each candidate is responsible for knowing all pertinent Graduate College rules and regulations pertaining to dissertation preparation, format, and binding.

J. Outline of Program of Study to be Completed Beyond the M.A. Degree:

HIS 600 (Historiography and Methodologies)	3
History Fields	(minimum 18 hrs.)
History Field 1 (Thematic)	(6-15)
History Field 2 (Geographic)	(6-15)
History Field 3 (Geographic or Thematic)	(6-15)
Cognate Discipline (optional)	(6-9)
Professional Development (HIS 796)	(3)
TOTAL	36 minimum hrs.
Dissertation	(18-21 hrs.)
Two foreign languages or one language and one research-relevant skill	

We require that Ph.D. students who have not taken a historiography and methodologies course equivalent to ours at the M.A. level take HIS 600 in the first year of their coursework. If you

already have HIS 600 or its equivalent, you may substitute another graduate level history course with the approval of the Graduate Coordinator.

K. Grade Requirements

A Ph.D. student must maintain a graduate grade point average of 3.0 or better to complete requirements for the degree. A grade of C can be counted toward graduate credit, but no more than 6 semester credit hours earned with a grade of C may be counted as credit toward a degree. A student with more than 6 graduate hours earned with a C may be disqualified from the degree program, as may a student who earns any grade lower than C.

If you are unable to complete work in a scheduled course within a semester for reasons beyond your control, you may petition the instructor to receive a grade of Incomplete (“I”). If the instructor agrees to give an “I”, you and the instructor will file the Incomplete graduate contract, indicating the exact work needed to finish the course. This written agreement must also indicate the date by which the work must be completed, and that date cannot be longer than one calendar year from the end of the semester in which the student was enrolled in that course. By the end of the time agreed to in writing, the instructor must submit a permanent earned grade for the course, or the Incomplete will remain permanently on the student’s transcript.

The In Progress (“IP”) grade is used for courses that, by their content and requirements, normally require more time than the semester or summer session in which they are scheduled. The student must also be making satisfactory progress in the course to receive a grade of “IP”. We recognize the following courses as appropriate for this grade: dissertation (HIS 799), independent study (HIS 697), graduate research (685), legislative internship (HIS 566), reading for comprehensives (HIS 597), field work experience (HIS 608) and internship (HIS 796).

L. Transfer Credit

All doctoral students must complete an approved program of 51 semester hours of graduate work beyond the M.A. as a minimum, including dissertation credit. Students who are transferring graduate hours in history from another institution must take at least 30 hours of graduate history coursework (excluding dissertation credit hours) at NAU in order to satisfy the history coursework of the required program of study.

M. Application for Graduation

You must make application for graduation through the Office of the Registrar. This should be initiated early in the semester before graduation to meet the Registrar’s deadline.

N. Policies Regarding English Proficiency

A minimum score of 580 on the TOEFL exam (Test of English as a Foreign Language) is required for all foreign students. Remedial work in English may be required of foreign students if, in the judgment of the Program Committee, a foreign student does not have adequate command of English to successfully pursue his/her degree.

During the first planning session for each graduate student's program of study, the faculty advisor and/or the Graduate Coordinator should make a determination as to whether the student's English language capability to do graduate level work in this department is adequate. The student's TOEFL score and previous academic performance in English language institutions should be examined. Additional study in English may be required. A likely action would be to recommend a program of only 6 hours of coursework toward the degree, in conjunction with "Intensive English for International Students," a 3-credit course. This course may not be used toward the degree.

V. POLICIES AND ACADEMIC CONDUCT

A. Changes in Student Committees

Any changes in a student's program or thesis/dissertation committee, whether initiated by a student or faculty member, must be done through the following process:

1. As a matter of courtesy, it is strongly recommended that the student or faculty member seeking the change have a candid conversation with the person in question, or at the very least, write simultaneous letters to the student's advisor and the person in question. If the requested change involves the student's advisor, then the Graduate Coordinator should step in to advise the student or faculty member.

2. The student's advisor should then consult with the Graduate Coordinator. If both the student and faculty member involved would like a mediation session, the Graduate Coordinator will refer the case to the Department Chair.

3. Should the student or faculty member requesting the change not be satisfied with the results of mediation, or not want a mediation, the Graduate Coordinator will include the request in the agenda of the Graduate Studies Committee's next meeting. The Graduate Studies Committee may approve or advise against the requested change, and/or may ask both parties to appear before the Committee separately to discuss the matter.

4. After discussion with both parties, the Graduate Studies Committee will make a recommendation to the student or faculty member and to the student's program or thesis/dissertation committee.

5. The student's program or thesis/dissertation committee will then meet to help the student reorganize his/her committee. The student should attend this meeting having already thought about a suitable replacement.

6. The student's program or thesis/dissertation committee then makes a formal recommendation to the Graduate Coordinator. The Graduate Coordinator will then relate the recommendation to the Department Chair and request approval for the change from the Office of the Dean of the Graduate College.

7. The process outlined above should normally take not more than one month to be implemented.

B. Grievance and Appeal Procedures

A student who has a specific grievance should first discuss the issue with the faculty member involved; if the problem is not resolved to the student's satisfaction it should be brought to the attention of the student's advisor. With the latter's consent, the student may wish to involve the department's graduate advisor and ultimately the department chair.

If these first several steps are unsuccessful, the department chair will appoint a grievance committee of three (3) department faculty members chaired by either the student's advisor; the graduate director or; another department member appointed by the chair depending on the nature of the grievance. Regardless of the verdict, the student will be informed in writing of the outcome.

If the student is not satisfied with the outcome of this committee, a meeting with the Dean of the Graduate College may be requested.

C. Dismissal

A Student may be dismissed from the history graduate program for the following reasons:

- receiving grades of C or below in 6 hours or more of graduate coursework. The graduate college stipulates that a student who has received a grade of C in more than six hours of course work cannot continue in a graduate program.
- failure to meet the terms of a probationary letter of expectation.
- unprofessional conduct, such as violating the university's Code of Conduct.
- academic dishonesty, such as plagiarism, cheating, etc.
- unethical behavior—e.g. a felony conviction while a student is in the program or commits a violation of the University's policies on a safe learning and working environment.

Dismissal Procedure:

- Students who have been dismissed from the graduate program will be so notified in writing by the department chair.
- The coordinator or chair will inform the Graduate Dean of pending action.
- The student may appeal their dismissal to the Academic Standards Committee.

VI. SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE

Financial assistance is available to graduate students in various forms. You must apply for graduate assistantships and tuition waivers by the deadline for fall admission (February 15). There are a limited number of these scholarships, so competition is rigorous. Other departmental scholarships of varying amounts of money are also available. You must apply for these in the spring semester. The results of all scholarship decisions should be announced during March and

April of each year. Please contact the Financial Aid Office (523-1778) for information about student loans.

VII. POLICIES FOR GRADUATE ASSISTANTS

The following is intended as an outline of responsibilities, expectations, and benefits of being a graduate assistant in the Department of History at Northern Arizona University. It is presented with the purpose of acquainting graduate assistants with departmental, college, and university policies that are of immediate concern to their interests.

A. General

1. As graduate assistants, you are expected to average 20 hours of work per week for the Department. This time will be spent working with one or more professors, mostly assisting them with their instructional duties. Assignments are normally made immediately prior to the beginning of each semester. This time also includes proctoring make-up exams and performing courier services with regard to library media materials. If you feel that your services are being overutilized, you should first have a candid conversation with the faculty to whom you have been assigned; if you do not obtain satisfactory results, you should contact the Graduate Coordinator who will attempt to resolve the problem. While holding a full-time GA (20 hours per week), you are not permitted to work for any other University agency. In addition, the Department expects that a full-time GA will not work outside the University either.

2. You are expected to meet on a regularly scheduled basis with the professor(s) to whom you are assigned.

3. As graduate assistants, you have a dual role. First, you are rendering valuable services to the day-to-day functioning of the University and are considered part-time employees of the institution. Because of this, you will need to conduct yourselves with the same professionalism as the faculty. Second, you will receive mentoring from the faculty that will benefit you in applying for future positions and in assuming professional responsibilities. Therefore, you should consider this experience as an important introduction to academic life.

4. In order to provide the opportunity for you to perform your tasks without sacrificing the primary goal of working for a graduate degree, you are limited to a maximum of 12 credit hours per semester. You must be enrolled in at least 9 hours per semester.

5. You must pay for all in-state tuition fees. Out-of-state tuition fees are normally waived.

6. University policy does not usually permit faculty services and benefits to graduate students. Travel funds for research trips and paper presentations at conferences, however, are available when budgetary considerations permit.

7. Office space for all graduate assistants is located in LA 229. There is a telephone (523-6167) for local calls; long distance calls must be made from the main office phone.

8. You may use office supplies, secretarial services, office equipment, and postal services only for the instructional or research needs of your assigned professors.

B. Graduate Teaching Assistants

1. Normally, you will not be given the responsibility for teaching a course independently, until you have achieved ABD status. However, since the assistantship is intended to serve an internship function, you can, under the direction and the discretion of the assigned professor, conduct up to five lectures in a semester. Such experiences under observation will help you to gain experience and confidence for future work. ABDs teaching independently will also be given important pedagogical mentoring by faculty who have taught the course in question.

2. You may be called to conduct classes of other professors only in emergencies.

3. As a graduate teaching assistant, you will be assigned on the assumption that you will primarily have duties involved with survey courses. It is recognized, however, that special circumstances may make it desirable for assistants to help with upper division classes at times.

4. You will normally provide assistance to your assigned professors in the area of services that support their instructional role. Examples include:

- a. Preparing exams
- b. Grading exams
- c. Proctoring exams
- d. Conducting a lab or discussion section of a course
- e. Assisting with audiovisual equipment
- f. Preparing a class roster
- g. Providing tutoring services

5. You do not have to perform regular clerical functions, such as typing, etc. for the assigned professor.

6. You should hold regular office hours to facilitate availability.

C. Graduate Research Assistants

1. On rare occasions, a GA may be assigned research duties. Specific duties and responsibilities of graduate research assistants are more difficult to delineate because they are so dependent on the individual needs and parameters established by each professor. Simply put, you are to perform whatever duties are needed in the pursuit of organized research projects conducted by professors in the department. These duties may include, but are not limited to, the following examples:

- a. Bibliographic research
- b. Preparing and writing abstracts
- c. Assisting in a manuscript for publication
- d. Assisting in the development of survey research instruments
- e. Coding data for computer input

- f. Assisting in data analysis
 - g. Library searches for aggregate and other forms of available data
2. Your work as a graduate research assistant should not entail routine clerical chores, such as typing a manuscript.
 3. You are obliged to maintain regular weekly contact with the professor(s) to whom you have been assigned. The requirement of weekly contact may be increased or decreased at the discretion of the professor concerned.

D. Renewal of Graduate Assistantships

Under normal circumstances, your graduate assistantship may be renewed (one year for M.A. students and two for Ph.D. students) provided that your grades and work remain satisfactory. **Students who have incompletes on their records at the time of application will not be considered except in extreme circumstances involving illness or family bereavement.** You must apply to renew your GA each year by February 15. Your renewal request must include:

1. GA renewal application
2. 3 recommendation forms completed by academics
3. GA's who have taught independently should submit a teaching portfolio which includes the following:
 - a. syllabus, exams, handouts (study guides, documents for exegesis, maps, questions, etc.)
 - b. descriptions of audio-visual materials and their use
 - c. any field trips that were pertinent to the course
 - d. evaluations: student (both numerical and qualitative comments) and peer
 - e. any notes, comments or letters you may receive from students that are especially indicative of your exceptional skills as a teacher
 - f. format of class: numbers of lectures and discussions and the range of subjects covered; experiments with new formats
 - g. indicate if this was a new prep for you
 - h. types of assignments: discuss what skills these assignments were designed to develop
 - i. discuss your particular grading process and the reasons for choosing it
 - j. write a pedagogical statement that includes your philosophy of teaching and your future plans for the classroom.
4. GA's who have not taught a class may provide items from the above list that apply to their experiences. You should be sure to list the courses you were assigned to and describe the ways in which you assisted in the class (grading, library work, lectures, proctoring, etc.).

VIII. HISTORY DEPARTMENT FACULTY

- Cynthia Kosso, Ph.D., Professor,
Ancient Western World, Archaeology, Greece and Rome (University of Illinois,
Chicago, 1993)
- Sanjam Ahluwalia, Ph.D., Associate Professor
History of Gender—South Asia, and Feminist Theories (University of Cincinnati, 2000)
- Michael Amundson, Ph.D., Associate Professor
American West, Southwest U.S., Environmental History, Recent America (University of
Nebraska, 1996)
- Charles W. Connell, Ph.D., Professor and Department Chair
Medieval Europe (Rutgers University, 1969)
- Leilah Danielson, Ph.D., Associate Professor
U.S. Cultural and Intellectual, Social Movements, Race, Gender (University of Texas,
Austin, 2003)
- Susan M. Deeds, Ph.D., Professor
Mexico, Latin America, Borderlands, Ethnohistory (University of Arizona, 1981)
- Paul V. Dutton, Ph.D., Professor
Modern and Contemporary Europe, Modern France, Social Policy History (University of
California, San Diego, 1997)
- Lomayumtewa C. Ishii, Ph.D., Assistant Professor
Native American-Centered Historiography, Hopi History, Native American Post-Colonial
Experience, Traditional Knowledge Production and Praxis, Native American
Representations (Northern Arizona University, 2001)
- Sanjay Joshi, Ph.D., Associate Professor
South Asia, Colonialism, Nationalism (University of Pennsylvania, 1995)
- John K. Leung, Ph.D., Associate Professor
Chinese Intellectual and Social History, Modern China, Modern Japan (Brown
University, 1982)
- George M. Lubick, Ph.D., Professor
Environmental History, American West (University of Toledo, 1974)
- Marc Matera, Ph.D. Assistant Professor
British Empire, World History (Rutgers University, 2008)

Eric Meeks, Ph.D., Associate Professor
 Chicana/o History, Borderlands, Race and Ethnicity in the USA (University of Texas, Austin, 2001)

Margaret R. Morley, Ph.D., Associate Professor
 American Diplomatic, Early 19th Century American, Women's History (University of Wisconsin, 1972)

Scott Reese, Ph.D., Associate Professor
 Islamic History, Africa, European Colonialism (University of Pennsylvania, 1996)

Lindsay Wilson, Ph.D., Associate Professor
 Early Modern Europe, Women, Medicine (Stanford University, 1982)

Emeritus Faculty

Harvey Becher, Ph.D., Professor of History, Emeritus
 19th Century British Mathematics and Physics, British Universities, British Cultural History (University of Missouri, 1970)

Garland Downum, Ph.D., Professor of History, Emeritus
 Modern Europe, France (University of Texas, Austin, 1938)

George W. Kyte, Ph.D., Professor of History, Emeritus
 U.S. Colonial, Revolution (University of California, Berkeley, 1943)

William H. Lyon, Ph.D., Professor of History, Emeritus
 American West, Native American (University of Missouri, 1958)

Dwight E. Mayo, Ph.D., Professor of History, Emeritus
 American History of Science (University of Oklahoma, 1968)

Larry A. McFarlane, Ph.D., Professor of History, Emeritus
 American Economic, Business, Agricultural History (University of Missouri, 1963)

Monte M. Poen, Ph.D., Regents' Professor of History, Emeritus
 Recent America, American Presidency (University of Missouri, 1967)

Philip R. Rulon, Ed.D., Professor of History, Emeritus
 Education, American Presidency (Oklahoma State University, 1968)

David Strate, Ed.D., Professor of History, Emeritus
 Education, American West, Oral History (Oklahoma State University, 1969)

Andrew Wallace, Ph.D., Professor of History, Emeritus
 Arizona and Southwest, Military, Civil War (University of Arizona, 1968)

