



# **Graduate Student Handbook**

Auburn University Department of History  
<http://www.cla.auburn.edu/history/>

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## GETTING TO KNOW THE DEPARTMENT

Welcome to graduate study in the Department of History at Auburn University! This handbook provides important information to help you successfully complete your M.A., Ph.D., or Certificate in Public History. The basic regulations governing all graduate programs in History are those of the Graduate School, which are found in the Graduate School portion of the *AU Bulletin*. Every student should become familiar with the policies in the current *AU Bulletin* as well as in this handbook.

### **Graduate Program Leadership Positions**

*See the Glossary of Important Things for descriptions of some of these positions.*

Department Chair  
Director of Graduate Studies  
World History Coordinator  
Public History Program Officer  
Phi Alpha Theta Advisor

## GRADUATE DEGREE PROGRAMS

The Department of History offers two graduate programs leading to degrees and one leading to a professional certificate. These are the M.A., Ph.D., and Certificate in Public History. Each program has its own requirements and deadlines outlined below.

### MASTER'S DEGREE PROGRAM (M.A.)

Our two-year Master of Arts (M.A.) degree program offers students a deeper exploration of the field and practices of history beyond what a student can get from an undergraduate program. M.A. students demonstrate their capacity for original investigation and analysis with a written thesis or an applied history project. The department does not admit students to pursue an M.A. through coursework and exams alone.

The M.A. degree is not formally structured with fields of concentration, but students are encouraged to take courses related to a major area of interest and one's academic needs, subject to the advice and approval of the student's primary advisor. Students may also benefit from taking courses outside their major areas of interest, and are encouraged to explore broader interests, periods, and themes as part of their coursework. Some theses may require that students use foreign-language resources, but a foreign language is not a program requirement for the master's degree.

Students admitted to the M.A. program have the option, after one year in the program *and with the approval of their primary advisor and advisory committee*, to apply to change to the direct-track doctoral program. However, students who have previously earned a B.A. at Auburn University and who are M.A. candidates are not eligible to pursue the Ph.D. at Auburn under these circumstances.

#### **Degree Requirements**

Typically, students complete the M.A. program within two academic years. The program *must* be completed within five years. Requests for extensions may be addressed to the Graduate School through the primary advisor in consultation with the DGS.

The M.A. requires satisfactory completion of the following:

1. At least 31 credit hours beyond the baccalaureate degree
2. M.A. culminating project
3. Formal presentation of research
4. Final oral examination

## **1. Credit Hour Requirements**

The M.A. requires satisfactory completion of at least 31 credit hours beyond the baccalaureate degree.

### **M.A. without a Public History Certificate**

- Students must complete thirteen (13) credit hours of required courses:
  - HIST 8720: Introduction to Graduate Studies (1 credit, P/F)
  - HIST 7700: Seminar in Historical Methods (3 credits)
  - HIST 8700: Historiography and Theory of History (3 credits)
  - HIST 7710: Graduate Research Seminar (3 credits)
  - 1 “Debates in” course (HIST 7240, HIST 7250, or HIST 7480) (3 credits)
- Students must complete fifteen (15) credit hours of elective courses
- Three (3) credit hours of HIST 7990: Research and Thesis are required after the third semester.

### **M.A. with a Certificate in Public History**

- Students must complete sixteen (16) credit hours of required courses:
  - HIST 8720: Introduction to Graduate Studies (1 credit, P/F)
  - HIST 6810: Fundamentals of Public History (3 credits)
  - HIST 7700: Introduction to Historical Methods (3 credits)
  - HIST 7710: Graduate Research Seminar (3 credits)
  - HIST 7910: Public History Internship (3 credits)
  - At least one additional seminar related to public history (3 credits)
- Students must also complete at least six (6) credit hours of coursework not focused on public history.
- Students may take no more than two courses at the 6000-level beyond HIST 6810.
- Three (3) credit hours of HIST 7990: Research and Thesis are required after the third semester.

## **2. M.A. Culminating Project**

Students should decide as soon as possible upon an area of interest for thesis research or an applied history project and secure an advisor to direct it. Once an area of interest has been identified, the advisor will help the student develop a specific topic and thesis. An advisor and the subject of a thesis/applied history project must be finalized by the end of the second semester.

Before the end of the second semester, the student, in consultation with their advisor, will

select two other professors to form an M.A. advisory committee. The student, advisor, and advisory committee members confer with the DGS to agree upon the course of study and thesis option. If changes in course selection, membership of the thesis committee, or advisor are necessary, the student should consult the Director of Graduate Studies.

There are three options for the research and writing of the M.A. culminating project. Students will consult with their advisor to determine which option to pursue.

**Option 1:** a Master's thesis of at least 10,000 words (length subject to approval by advisor) offering a strong historical argument grounded in extensive original research conducted in archives and/or with other substantial collections of primary sources. Students should consult with their thesis advisor at the end of the second semester to determine if they will need to complete additional research during the summer. During their fourth semester, students will enroll in three hours of HIST 7990: Research and Thesis to focus on revising and preparing the thesis for distribution to the thesis committee. Students are also encouraged—with the approval of their advisor—to consider submitting their thesis to a graduate or professional journal.

**Option 2:** a Master's thesis of at least 25,000 words (length subject to approval by advisor) offering a strong historical argument grounded in extensive original research conducted in archives and/or with other substantial collections of primary sources. Students should consult with their thesis advisors at the end of the second semester to determine if they will need to complete additional research during the summer. During their fourth semester, students will enroll in HIST 7990: Research and Thesis to focus on revising and preparing their thesis for distribution to the thesis committee.

**Option 3:** a Master's applied history project, typically (but not always) for students with a focus in public history. The project portfolio includes an essay of at least 5,000 words (length subject to approval by advisor) that demonstrates the significance of their Master's research. The remainder of the project portfolio documents the finished project(s) produced through the student's research. These projects may include museum exhibits, pamphlets, archival finding aids, websites, research databases, digital maps, interpretive plans, and other projects deemed appropriate by their advisor and committee members. Students demonstrate that their projects have been or are scheduled to be disseminated in an appropriate fashion before scheduling their oral defense.

The process of researching and writing an M.A. thesis or an applied history project must be

underway by the end of the second semester. As good research and writing take time, many advisors expect their students to use the summer semester to undertake research. In the third semester, students register for the Graduate Research Seminar that concentrates exclusively on research and writing a significant proportion of their thesis.

Even when a final draft is completed, it often takes several more weeks of editing for the thesis or applied history project to be ready to move to an oral examination with the thesis committee. Students should be aware of this when planning for graduation, paying close attention to Graduate School deadlines. Note that it is also likely that professors will require corrections, additions, or amendments to the thesis or applied history project after the oral examination but before its final electronic submission to the graduate school. Advisors differ in their handling of thesis writing and applied history projects. Students must be sure they understand and follow their advisors' directions. In addition, students must consult the on-line *Guide to Preparation and Submission of Theses and Dissertations*. It contains full details regarding the physical preparation and technical requirements for the final copy of a thesis. Students completing an applied history project should consult the same resources for their required essay. They should also discuss professional standards for disseminating their project(s) with their advisor and M.A. advisory committee.

In the last semester prior to graduation, the student must submit to the Graduate School a completed and signed Committee Selection Form (in consultation with the advisor) and the application for graduation (GAAAP). These forms are available via the Graduate School website.

### **3. Formal Presentation of Research**

All graduate students are required to present a paper based on their own original research at an academic conference or forum at least once prior to graduation. Public presentation of scholarly work is important preparation for any trained historian.

### **4. Final Oral Examination**

When approved by the advisor, the draft thesis or applied history project portfolio is submitted to the other members of the committee for their review, recommendations for further work, or approval for progress to an oral examination.

Once the advisor and advisory committee have approved the thesis or applied history project for an oral examination, the advisor will schedule the oral examination, secure the necessary forms from the DGS or departmental website, and post notice of the examination in the History Department. The examination itself will last approximately two hours. The

advisor acts as chair and submits the appropriate reports of examination results to the DGS and the Graduate School. Students approaching the completion of their work must anticipate and plan around the availability or absence of faculty committee members, especially during Summer terms.

The M.A. oral examination serves as the culmination of the student's work. Rather than a retesting of material previously covered in coursework, the examination focuses on the student's thesis or applied history project and will encourage the student to reflect upon the significance of the thesis or applied history project and the ways in which it relates to broader historical questions. It is, therefore, incumbent upon faculty to frame questions that require the student to discuss the thesis or applied history project in the context of relevant historiography and to draw possible implications from the student's primary research that extend beyond the narrow confines of the subject explored in the thesis or applied history project.

The decision to pass the student must be unanimous. If the student fails, reexamination may be given on recommendation of the committee and with the approval of the Dean of the Graduate School. The timing of the second oral examination is determined in consultation with the student's committee members and the DGS.

Following the oral examination, the advisor will file a report with the Graduate School and with the Department of History. The student must revise the thesis or applied history project to incorporate all revisions and corrections indicated by the committee, with forms signed by the advisory committee. If approved, the thesis or applied history project essay may now be submitted to the Graduate School Auburn University Theses and Dissertations (AUETD) repository and archive where it will be stored following a final format check. Students should carefully observe Graduate School deadlines for the submission of the final revised copy of the thesis or applied history project essay, or risk delaying the conferral of the M.A. degree by an entire semester. Students must consult with their advisors and the DGS about various options to embargo electronic access to their research.

In its report to the Department of History, the committee also advises whether the student should be recommended for further study in Auburn's Ph.D. program in the future. Students receiving a positive recommendation must still apply formally for admission to the Ph.D. program. A recommendation against further graduate study means that the student cannot continue beyond the M.A. degree at Auburn. Auburn baccalaureates who graduate with the M.A. degree in History may not apply to the History Department's Ph.D. program.

## DOCTORAL DEGREE PROGRAM (PH.D.)

The Doctor of Philosophy (Ph.D.) degree is given upon demonstration by the student of comprehensive knowledge and scholarly work at the highest level.

The History Department offers a “direct track” Ph.D. program, into which students can enter directly out of their baccalaureate degree. It also welcomes applications from students who have completed or are completing an M.A. degree at Auburn University or another institution.

### **Requirements**

Typically, students complete the Ph.D. program in five to seven years. The program *must* be completed within ten years. Requests for extensions may be addressed to the Graduate School through the primary advisor in consultation with the DGS.

The Ph.D. requires satisfactory completion of the following:

1. A minimum of 66 semester hours beyond the baccalaureate degree
2. Third-semester review
3. Demonstration of reading proficiency in at least one foreign language
4. Comprehensive exams in three fields
5. Oral defense of dissertation prospectus
6. Formal presentation of research
7. Written dissertation
8. Oral defense of dissertation

### **1. Credit Hour Requirements**

In general, Ph.D. students at Auburn start by taking two or three years of classes (depending on whether the student has already obtained an M.A. in history). These courses help prepare students to pass their comprehensive exams and write their dissertations. The Ph.D. requires satisfactory completion of at least 66 semester hours beyond the baccalaureate degree.

- Seven courses are required for all doctoral students, regardless of concentration:
  - HIST 8720: Introduction to Graduate Studies (1 credit, P/F)
  - HIST 8700: Historiography and Theory of History (3 credits)
  - HIST 7700: Seminar in Historical Methods (3 credits)
  - HIST 8710: Introduction to Teaching History (3 credits, P/F)
  - HIST 7710: Graduate Research Seminar (3 credits)

- HIST 7860: Research Project Design (3 credits, P/F)
- HIST 8730: Introduction to the Historical Profession (1 credit, P/F)
- All doctoral students must take two courses outside their anticipated exam fields
- All doctoral students must take at least one non-US and non-European seminar
- Students focusing on US history are required to take the following three “Debates” courses:
  - HIST 7240: Debates in Early American History
  - HIST 7250: Debates in Modern American History
  - HIST 7480: Debates in European History
- Students focusing on European history are required to take the following three “Debates” courses:
  - HIST 7480: Debates in European History **(x2)**
  - HIST 7240: Debates in Early American History **OR**
  - HIST 7250: Debates in Modern American History
- Students working toward a certificate in public history may replace one “Debates” course with Fundamentals of Public History. In addition, these students must take each of the following courses:
  - HIST 6810 Fundamentals of Public History
  - HIST 7910: Public History Internship
  - At least one additional seminar related to public history
- Up to two courses can be 6000-level courses (additional courses may be possible in special cases with approval from DGS and advisor)
- Up to two courses can be taken outside the History Department
- Doctoral students take ten credit hours in Dissertation Research and Writing after the successful completion of their comprehensive exams

### **Special Rules:**

- This course of study is designed to be flexible, but in some cases certain requirements may be difficult or deemed unnecessary to fulfill. In these circumstances, a graduate student may petition their advisor, DGS, and Graduate Studies Committee to waive a course.
- Debates in Early American History may be repeated once with the permission of the student’s advisor. The second time it will be treated as an elective.
- Debates in European History can count twice toward the required courses. A third time will be counted as an elective.
- The Department has set limits on the currency of coursework in the doctoral

program. Coursework is defined as current if it was taken less than ten years since completion of the last of the course credit hours required for the degree. Where coursework was not completed, individual courses will be no longer deemed current after a period of ten years has elapsed. Limits on currency apply to transferred courses as well as to courses taken in the degree program at Auburn.

**For Ph.D. Students with an M.A. from Another Institution:**

Students with course credit in accepted graduate programs elsewhere may, with the approval of their advisor, exam committee, and the Graduate School, apply it toward degree programs at Auburn with some limitations.

1. EITHER HIST 8700: Historiography and Theory of History OR HIST 7700: Seminar in Historical Methods can be transferred, but not both.
2. Up to 6 credit hours of public history electives can be transferred from an M.A. received elsewhere.
3. The following required courses cannot be waived via transfer credits:
  - HIST 7710: Graduate Research Seminar (3 credits)
  - HIST 7860: Research Project Design (3 credits)
  - HIST 8720: Introduction to Graduate Studies (1 credit)
  - HIST 8730: Introduction to Historical Profession (1 credit)

Any credit hours transferred must be applicable within the framework of the History Department's doctoral program and approved by the Graduate Committee with input from the student's exam committee. Coursework taken more than ten years prior to the commencement of the student's degree at Auburn will not be considered for transfer. In all, no more than one semester's worth of credit may be transferred (up to 9 credit hours), and transfer credits must also meet the Graduate School's standard of currency. Please consult the Graduate School section of the *AU Bulletin* for further information.

Decisions regarding transferred coursework should be clearly defined and reflected on the worksheet completed and approved as part of the third-semester review. Once approved, the list of courses approved for transfer credit is submitted to the Graduate School through the Committee, Transfers, Exceptions, and Candidacy (CTEC) form to be entered into the student's Degree Works page.

Students who reapply for doctoral candidacy with coursework not deemed current must replace those credit hours, taking or retaking both written and oral comprehensive examinations.

## **2. Third-Semester Review**

The third-semester review is the process by which a Ph.D. student finalizes their exam committee and maps out their remaining coursework. No later than the beginning of their third semester, a student should meet with their primary advisor to determine remaining coursework, make final decisions about exam fields, and identify appropriate committee members. Together the student and primary advisor then complete a worksheet finalizing course completion and selection, transfer credits, and exceptions (if any). The worksheet plan should include any specific languages or courses which the student might require to make steady progress toward earning the Ph.D.

Once the worksheet is complete, it is the student's responsibility to contact other committee members and request their participation as part of the student's comprehensive exam committee. Once assembled, the committee can recommend either continuing coursework toward the comprehensive examinations or terminating coursework at the conclusion of the third semester. In the latter contingency, if the student writes and defends an acceptable M.A. thesis or applied history project, they may, upon application to the Graduate School, be awarded the degree of Master of Arts. Alternatively, the student simply departs the program. The advisor must submit the completed and signed third-semester review to the DGS by the end of the fall semester.

## **3. Proficiency in a Second Language**

Demonstration of reading proficiency in at least one additional language is a requirement for all PhD students (or they must garner a waiver from the Office of Accessibility (OA) or Graduate Studies Committee). While this is a requirement of the Ph.D. degree, students should be aware that language instruction is not a regular component of the graduate program. The Department of Foreign Languages and Literatures provides some preparatory courses, but the History Department cannot guarantee their availability. Prospective students are therefore strongly advised to develop knowledge of a foreign language *prior* to joining the program.

Competence in a minimum of a second language is required before a student can attain ABD status. Students should take a second-language test during the first year of study if they can but must take it and pass before they can defend their dissertation prospectus. Students who fail to pass the language exam before the date scheduled for their prospectus defense will not be allowed to defend the prospectus or to continue in the program.

The requirement for a working knowledge of the language is demonstrated by passing a reading proficiency exam on a 600–1000-word passage in the selected language in a period of two hours. Typically, the passage will be from a historical source. The reading proficiency examination for foreign languages is usually given once each semester. Consult the DGS regarding dates and times of the examination. Each student is personally responsible for meeting this deadline.

***Doctoral students who arrive at Auburn with demonstrated, graduate-level reading proficiency in a second language from another institution may petition the DGS to waive the department's requirement to pass a reading exam. The decision will be made in consultation with the doctoral student's primary advisor and with consideration of the proposed dissertation subject.***

In cases in which a student is working in a field that necessitates the knowledge of more than one foreign language, a student's committee may require language competency beyond the minimum requirement. This requirement will be established during the third-semester review. Similarly, a committee may require the student to acquire specialized methodological skills relevant to the nature of individual research.

#### **4. Comprehensive Exams**

PhD students will write an exam in each of three fields (see list of potential fields below). All portions of the exam process must be passed before a student can defend their dissertation prospectus and attain ABD status. The exams will usually be taken over the course of two semesters.

##### **Goals of Comprehensive Exams**

- To demonstrate mastery of the knowledge base for examination fields.
- To show comprehension of major debates and narratives in selected fields.
- To illustrate ability to synthesize and analyze multiple historical perspectives.
- To identify and defend positions within selected fields (to define one's own "philosophy of history")

##### **Timing of Comprehensive Exams**

- Students consult with the DGS and primary advisor to compose an examination committee of three faculty members (including the primary advisor), one in charge of each examination field, during their third semester (see third-semester review above).
- Direct-track doctoral students will write one comprehensive exam (field to be decided by student in consultation with adviser and committee members) in the fall semester

of the third year and the remaining exams in the spring semester of the third year. For each exam they are taking they will be able to take a Comprehensive Exam Prep “class” credit which will provide time for preparation.

- Doctoral students coming in with an M.A. in hand will be able to take exams as early as the spring semester of the second year, depending on the number and type of transferable credits they have.
- Students and the relevant committee members should agree on exam dates after the DGS announces any necessary deadlines (from the Graduate School and/or department) for the semester and no less than two (2) weeks before the exam is given.
- A student who fails an exam can take the exam again no sooner than a month after and should take it no later than the end of the following semester (excluding Summer).

### **Process of Comprehensive Exams**

- Each committee member and student will agree on a list of readings (between 50 and 75 books, articles, chapters, or other materials) to be completed by the time of the written exam.
- Students will complete each written exam within a period of eight (8) hours on their own on the previously determined exam day. With the approval of each of their field exam advisors, students can use books and/or notes as needed during the exam period. Students will be assessed based on the content and clarity of their written responses.
- Usually, each professor will upload their exam questions to the “Comprehensive Exams” course on Canvas (or other agreed upon platform) to be unlocked at the agreed-upon exam time. The student will submit the answers via Canvas no later than 15 minutes after the eight-hour exam period concludes.
- The number and content of exam questions vary depending on the examiner, but students will be asked to answer no more than three questions for any given exam.
- Each exam will be evaluated by the relevant committee member according to one of three potential outcomes:
  - Pass: The faculty member recommends the student “pass,” at which point the student will begin to prepare for any remaining written exams.
  - Revise and resubmit / oral clarification: If an exam is generally strong but the field advisor judges that parts of it require further elaboration or clarification, the field advisor has two options. The field examiner must make clear to each student which option they plan to use prior to the beginning of the examination process, as well as what materials students would be allowed to consult in a potential oral exam.

- (1) The examiner may request that the student revise and resubmit their exam. In such a case, the examiner will agree with the student on a time at which feedback shall be provided, and after which the student will have six (6) hours to submit the requested revisions. After revisions are submitted, the field advisor may choose to pass or fail the exam within 48 hours of receiving the revisions. There is no possibility for a second revise and resubmit of any one exam.
  - (2) The examiner may request a one-on-one oral follow-up with the student during which the examiner can ask for clarification and further elaboration of the student's written answers. This meeting would be recorded. Materials available to the student during this meeting would be at the discretion of the examiner. This meeting may take no more than two (2) hours. Following this meeting, the field advisor may choose to pass or fail the exam. There is no possibility for a second round of oral discussions of any one exam.
    - Fail: the faculty member recommends the student "fail," and the student prepares to rewrite the exam no earlier than a month and no later than the end of the following semester (excluding Summer). Each exam can be failed only once. If a student fails any exam a second time, they will be dismissed from the doctoral program.
- Relevant faculty members should communicate their grade to the student and DGS within 48 hours of receiving the completed exam.
  - For revise and resubmit, the feedback can be provided by hardcopy, in a meeting, and/or through Canvas. A written component is recommended.
  - Students must pass all written exams before proceeding to an oral defense of their prospectus.

### **Important Considerations**

- Students approaching comprehensive examinations should anticipate and plan around the availability of faculty committee members during both preparation and examination phases of the process. Students should not assume that faculty members are easily available during Summer semester and should plan accordingly.
- Students who fail a comprehensive examination may retake that specific exam once. Any additional re-examination (a third try) may be given only on the recommendation of the examination committee and with approval by the Dean of the Graduate School. Further examination requires exceptional circumstances and approval of the University's Graduate Council.

- Failure on the second attempt to pass a comprehensive examination is considered unsatisfactory progress towards the degree and the student will leave the doctoral program. A student who does not pass may, however, may be awarded the M.A. on application to the Graduate School, if they write and defend an acceptable M.A. thesis or applied history project.
- As established by the Graduate School, students must finish their coursework and pass comprehensive examinations within six (6) years of their admission to the program.
- Students who pass the comprehensive examinations can be awarded the M.A. non-thesis (MANT) degree upon application to the Graduate School and with the unanimous recommendation of the student's committee.

### **Possible Examination Fields**

In lieu of making distinctions between thematic and geographic fields, this examination process allows students an open selection of three (3) fields. Students will be expected to choose a field of primary emphasis which will be reflected in their coursework. Students not majoring in American or European history should plan to take seminars in their primary field and devote a considerable portion of their electives to said field.

African American History  
 History of Technology  
 History of Medicine  
 History of Women/Gender/Sexuality  
 Labor History  
 Public History  
 Southern History  
 War and Society  
 Military History  
 Race, Rights, and Inequalities  
 World History  
 Early Modern Europe  
 Modern Europe  
 United States to 1865  
 United States since 1865  
 Colonial/Indigenous North America  
 Other fields as approved by the graduate committee

### **5. Dissertation Prospectus**

Upon successful completion of the comprehensive examinations, the job of the student's exam committee is concluded. The student must now, in consultation with their advisor, select a dissertation committee consisting of the advisor and three additional professors, all of whom should have some degree of expertise or interest in the student's dissertation topic. This committee may or may not be the same as the comprehensive examinations committee. At least three members of the dissertation committee, including the advisor, must be members of the graduate faculty at Level Two. The advisor and the DGS must approve the dissertation committee composition, and the student must complete and submit the Committee Selection Form to the Graduate School no later than the semester prior to proposed graduation.

Doctoral students are expected to produce a drafted prospectus in the required "Research Project Design" course (see course description below), usually taken in the spring of the third year. The prospectus must be finalized and defended in front of the student's dissertation committee within four months of completing comprehensive exams. The prospectus defense also serves as the oral exam required by the Graduate School before a student may achieve ABD status.

The Graduate School's "Committee Selection Form" must be completed and submitted to the Graduate School prior to filing the Request for the Report on the General Oral Examination (this latter form is required in order to receive Graduate School approval to schedule the dissertation prospectus defense).

## **6. Formal Presentation of Research**

All graduate students are required to present a paper based on their own original research at an academic conference or forum at least once prior to graduation. Public presentation of scholarly work is important preparation for any trained historian.

## **7. Writing of Dissertation**

A student who has passed the written comprehensive examinations and has defended the dissertation prospectus is referred to as a doctoral candidate (or, colloquially among professionals, as ABD – "All But Dissertation"). The dissertation is a substantial, monograph-length work offering a strong historical argument, presented in historiographical context, and grounded in extensive original research conducted in archives and/or with other substantial collections of primary sources.

Good research and writing take time. Students must plan and organize research and writing carefully during the "writing up" period, and plan to meet with the advisor(s) at regular

intervals. Such meetings help students define ideas and approaches and improve draft chapters. In the end, however, the student is the author of the dissertation; its success or failure is completely up to the individual student's commitment and dedication.

Even when a final draft of the entire dissertation is completed, it often takes several more months of editing for it to be ready for the oral defense. Students should be aware of this when planning for graduation, paying close attention to Graduate School deadlines including the requirement of a dissertation format check very early in the semester in which a student intends to graduate. Advisors differ in their handling of dissertation writing. Students must be sure they understand and follow their advisors' directions. In addition, students must consult the on-line *Guide to Preparation and Submission of Theses and Dissertations*. It contains full details regarding the physical preparation and technical requirements for the final copy.

Once they have attained candidacy (ABD status), the Graduate School allows students up to four years to write and defend their Ph.D. dissertation. After four years, a student must obtain the approval of their dissertation committee, Graduate Studies committee, and Graduate School for a one-year extension to submit and defend the dissertation.

The Graduate School requires students to complete *all* requirements for the degree within ten years. This time to completion begins with the earliest completed course in the program (the Department does not include transferred coursework in this calculation). Students failing to complete the degree in this allotted time revert to the status of an applicant and must, with the approval of the dissertation committee and Graduate Studies Committee, petition the Dean of the Graduate School to retake an oral examination to regain the status of a doctoral candidate. There are no exceptions to this policy.

Students must submit a graduation check (GAAAP) by the end of the semester prior to their expected graduation. This is an official notice to the Graduate School of the student's intent to complete the degree requirements and graduate.

## **7. Defense of Dissertation**

The final examination or dissertation defense is an oral examination about two hours in duration discussing the candidate's dissertation. It is open to all members of the Graduate Faculty who wish to observe it. The exam is administered by the advisor and the dissertation committee. The Graduate School will, in addition, appoint an outside reader who attends and participates in the oral examination. A unanimous opinion is required to pass.

At least one complete semester (preferably more than one) must intervene between the successful completion of comprehensive examinations and the dissertation defense. The two examinations thus cannot be taken either in the same semester or in consecutive semesters.

If the final examination is deemed satisfactory, the primary advisor will file reports with the Graduate School and the History Department. Meanwhile, the student will incorporate any final revisions and corrections indicated by the committee into the text of the dissertation and submit it to the Graduate School Auburn University Theses and Dissertations (AUETD) repository and archive where it will be stored following a final format check. Students should carefully observe Graduate School deadlines for the submission of the final revised copy of the dissertation or risk delaying the conferral of the Ph.D. degree by an entire semester. Students must consult with their advisors and the DGS about various options to embargo electronic access to their research.

Should the final examination be judged unsatisfactory, a re-examination may be given on recommendation of the committee and approval by the Dean of the Graduate School. Further examination requires exceptional circumstances and approval of the University's Graduate Council.

## CERTIFICATE IN PUBLIC HISTORY

In most circumstances, only students enrolled in a degree program in history or those who have completed an MA in History at Auburn or elsewhere may enter the graduate certificate non-degree program in Public History. Students in the latter category must apply for admission to the certificate program and should contact the Public History program officer for additional details and information about application requirements.

Students who complete the following with a minimum GPA of 3.0 are eligible to receive the certificate in Public History:

- HIST 6810: Fundamentals of Public History (3 hours)
- HIST 7910: Public History Internship (3 credit hours)
- HIST 7700: Seminar in Historical Methods or equivalent (3 credit hours)
- Three additional Public History courses (of which no more than two can be taken at the 6000-level) (9 credit hours)

## GENERAL PROCEDURES AND REQUIREMENTS FOR GRADUATE STUDY AT AU

### **Registering for Classes and Continuous Enrollment**

Registration at Auburn University is electronic. Students register for courses on the university website (via AU Access). Newly admitted students must be cleared for registration by the Graduate School and the Registrar's Office. Instructions and procedures for registration can be obtained from the Office of the Registrar.

Newly admitted students should consult their prospective adviser and the DGS before making course choices. A full load for graduate students in History is 9 hours; students will not receive credits for history courses exceeding the 9-hour limit without the approval of the Graduate Committee. Graduate assistants (GTAs and GRAs) are required to take a minimum of 9 hours each semester (excluding Summer) until they have completed the course work credit hours for their program.

All full- and part-time degree-seeking graduate students must be continuously enrolled. Continuous enrollment is defined as registration in at least two semesters in a given academic year (Fall, Spring, Summer) until the degree is awarded. Students must register in the semester of graduation and in any other semester in which the staff or the facilities of the University are used, in the removal of an "Incomplete" grade, during comprehensive exams, while researching and writing the dissertation, and at the time of the dissertation defense. A minimum of one credit hour is required. This is usually accomplished by registering for one hour of HIST 7990 (Research and Thesis) or HIST 8990 (Research and Dissertation).

Except in cases where they secure an official leave of absence, students who fail to register for at least two semesters in a given academic year will be declared inactive. To be re-activated, students must apply for re-activation to the program in which they were enrolled and to the Graduate School. Re-activation is not guaranteed. In order to fulfill the continuous registration requirement, students who are re-activated must register retroactively and pay the continuous enrollment fee for all semesters that have elapsed since they were last enrolled, up to a maximum of eight semesters. Students should address concerns about the continuous enrollment policy and registration options to the DGS.

While students can register themselves for seminars and lecture courses electronically, the DGS manages student registration for independent reading courses as well as thesis, applied history project, and dissertation hours (7990/8990), and for the Graduate Research Seminar. Students are expected to reply promptly to emails about their registration needs.

### **Good Standing**

The Graduate School's regulations stipulate, in general, the maintenance of a 3.0 grade point average (GPA) for a student to remain in good standing. A student may be dropped from the graduate program if the grade point average is below 3.0 for more than two consecutive semesters. The History Department requires a 3.2 GPA for graduate assistants (GTAs and GRAs).

### **Incomplete Courses**

A grade of incomplete should be removed as quickly as possible. Graduate School regulations allow six months to clear an incomplete. After that point, the incomplete automatically becomes an F.

Students are reminded that incompletes have a detrimental effect on their application for continuation of assistantships. In addition, the Graduate Committee will automatically review the status of graduate teaching or research assistants who receive a course grade of C. Assistants who make a second C or an Incomplete in addition to the first C, or an F at any time, will be dismissed as assistants.

### **Annual Reports**

The Graduate School requires that the Department of History (and every other department) conducts an annual evaluation of the progress of every GTA/GRA (in both M.A. and Ph.D. programs) and doctoral student (with or without an assistantship) enrolled. After individual reports are submitted to the DGS, the department produces a summary report for the Graduate School that acknowledges the completion of all annual reviews and any instances in which a GTA/GRA or doctoral student has received an unsatisfactory review. Failure to complete the annual report will lead to the student being reported to the Graduate School as making unsatisfactory progress.

In the event that a student receives an unsatisfactory annual evaluation or GTA evaluation—which can result from unsatisfactory academic performance, unsatisfactory performance of GTA duties, failure to complete a satisfactory third-semester review, or failure to complete an annual review—the DGS will call a meeting of the student, their advisor, the DGS, and the World History Coordinator (if it involves the student's performance as a GTA), to discuss the issue.

**Graduation**

Students must be registered at the time of their dissertation/thesis defense and at the time of graduation, even if they are not then engaged in further coursework or residing in Auburn. Students are strongly encouraged to attend commencement.

## FUNDING

### **Graduate Assistantships**

The total number of assistantships offered by the department varies from year to year in accordance with the availability of funds, but students are rarely admitted without funding. The funding includes a stipend, health insurance, and tuition remission, in exchange for working as a teaching assistant (GTA) or a research assistant (GRA) approximately 15-20 hours each week. Stipends are paid monthly between mid-August and mid-May (NB: paychecks are issued on the last day of each month).

Master's students are usually offered two academic years of funding (not including summer terms). Doctoral students are usually offered five academic years of funding. In very rare cases extra semesters may be provided when available and warranted.

It is important to note that, currently, graduate students are responsible for paying university fees at the beginning of each semester.

Graduate assistants must be full-time students enrolled in nine hours of coursework per semester or enrolled in dissertation/thesis research. Funding automatically renews for each year of the student's contract as long as the graduate student maintains a 3.2 GPA, makes satisfactory progress in their program (as documented in annual reviews, the completion of comprehensive exams, etc.), and adequately performs their duties as a GTA/GRA.

Most graduate students serve as graduate teaching assistants (GTAs). Teaching assistants typically work to support faculty teaching large sections of the undergraduate world history survey (HIST 1010/1020). Occasionally, GTAs will be asked to help with other survey courses, such as Tech & Civ or US History.

In some semesters there are opportunities for students to serve as graduate research assistants (GRAs), working directly with faculty on specific projects. GRA positions are usually associated with external grants, and there is no guarantee that any such positions will be available in a particular semester. When they are available, these opportunities are advertised to graduate students who then apply to the directing faculty member for the position(s).

A Ph.D. student who has exhausted their five years of funding but not yet completed their degree can apply for two additional funding opportunities:

- **Graduate Instruction Fellowship (GIF):** The department's GIF enables a student to serve as instructor of record for a survey class. GIFs are usually awarded for a full academic year.
- **Foreman Writing Fellowship:** The department offers a small number of completion fellowships that funds a semester with no GTA or GRA obligations to facilitate completion of the dissertation.

Students must apply for these opportunities, and there are a limited number of them each year.

### **Losing Funding**

Students can lose their assistantships in the following circumstances:

- Not maintaining a minimum GPA of 3.2
  - Earning two Cs over more than one semester
  - Earning an Incomplete in addition to a C over more than one semester
  - Earning an F at any time
- Not making satisfactory progress in the program
  - Not passing comprehensive exams within the stated time frame
  - Not defending the dissertation prospectus within the stated time frame
  - Failing to submit an annual review
  - Additional circumstances as noted in an unsatisfactory annual evaluation
- Not fulfilling duties as a GTA/GRA
  - Earning "below expectations" on two separate GTA evaluations
- Violation of the university or department Student Code of Conduct

If a student receives an unsatisfactory annual evaluation or GTA evaluation, the DGS will call a meeting of the student, their advisor, the DGS, and the World History Coordinator (if it involves the student's performance as a GTA), to discuss the issue.

In cases where a GTA has failed to meet the requirements stipulated in the GTA contract and in the Graduate Handbook (i.e. maintaining a 3.2 GPA, submitting an annual review, etc.), the student's funding may be revoked as early as the end of the current semester. If the GTA violates university or departmental codes of behavior (harassment or discrimination), said GTA may be dismissed within the current semester and/or asked to leave the program.

In all other cases, participants in the meeting will collaborate to establish an action plan to bring the student's performance into line with departmental expectations. Participants in the meeting should establish a date at the mid-point of the following semester to revisit the

student's progress.

If the student fails to respond to the invitation to meet or fails to comply with the action plan on the timeline established in the meeting, the student will lose eligibility for funding (if applicable) and may be asked to leave the program.

A detailed summary of policies relating to graduate assistantships is furnished in the document “Rules and Guidelines for the Collaboration of World History Faculty and GTAs.”

### **Awards and Other Funding**

For enrolled students, additional funding to support travel for participation in professional conferences or thesis/dissertation research is available from the department through a competitive awards process. Details of these awards and fellowships are available online at: <http://cla.auburn.edu/history/graduate-students/awards-and-fellowships/>.

Other competitive opportunities for funding exist in the College of Liberal Arts, the Graduate School, and at the University level: <http://www.grad.auburn.edu/ps/aid.html>.

## IMPORTANT UNIVERSITY RESOURCES.

### **Biggio Center for Teaching and Learning (<https://biggio.auburn.edu>)**

Offers a range of programs to help graduate students (as well as faculty and staff) develop as teachers.

### **AU Student Counseling and Psychological Services ([scps.auburn.edu](https://scps.auburn.edu))**

Provides comprehensive preventive and clinical mental health services to undergraduate and graduate students on Auburn's campus.

### **Auburn Cares ([aucares.auburn.edu](https://aucares.auburn.edu))**

Auburn Cares is designed to support students throughout their time at Auburn to best achieve their academic and co-curricular goals. Staff work collaboratively with students to identify resources and develop personal action plans.

### **Safe Harbor ([studentaffairs.auburn.edu/safe-harbor/](https://studentaffairs.auburn.edu/safe-harbor/))**

Safe Harbor believes, supports, and assists students and employees of Auburn University who have experienced any form of sexual or interpersonal violence, including dating and domestic violence, sexual assault, sexual harassment, and stalking.

### **University Ombuds Office ([ba.auburn.edu/ombudsperson](https://ba.auburn.edu/ombudsperson))**

The AU Ombudsperson is a neutral resource with training in conflict resolution who provides confidential and informal assistance to the campus community. The ombudsperson will listen to concerns, give information about university policies, help evaluate the situation, and assist in making plans to resolve the conflict.

### **Title IX Office & Office of Affirmative Action/Equal Employment Opportunity ([auburn.edu/administration/tix-eeo/](https://auburn.edu/administration/tix-eeo/))**

The mission of the Title IX/AA/EEO Office is to ensure the well-being of every member of the university community through the provision of fair services and resources.

### **Office of Accessibility ([accessibility.auburn.edu](https://accessibility.auburn.edu))**

Our mission is to work collaboratively with students, faculty, staff, and community to reduce barriers, creating a more usable, accessible campus and learning environment. To achieve this goal, we utilize reasonable academic accommodations, assistive technology, support services, and student, faculty, and staff training.

## CORE COURSE DESCRIPTIONS

*Italicized notes on requirements are to remind readers which course are required by whom. Specific course requirements may be replaced or waived with approval of the graduate DGS, Graduate Studies Committee, and primary advisor.*

### **HIST 8700: Historiography and Theory of History (3 credits)**

This course offers an exploration of the nature and origins of historical interpretation by tracing changing conceptions of historical thought and practice over time. Topics covered will include a sampling of historiographical debates and methods in European, American, World, History of Technology, and Public History. Students will also begin the work of developing and articulating their own personal philosophy of history. *(Required of all PhD students unless credit for a comparable course is transferred from another institution.)*

### **HIST 7700: Seminar in Historical Methods (3 credits)**

This course grapples with the question: what does it mean to be a trained “as an historian”? At the abstract level, the goals are to examine the varieties of questions historians ask, the procedures they employ to answer them, and the nature of the conclusions they offer. At the practical level, the seminar’s purpose is to review and consolidate the basic techniques of research and writing and to hone critical, analytical, and synthetic skills in thinking and writing. *(Required of all PhD students unless credit for a comparable course is transferred from another institution.)*

### **HIST 7710: Graduate Research Seminar (3 credits)**

This course provides students an opportunity to engage in original research and writing, ideally related to their thesis or dissertation. The goal will be for students to produce an article-length piece of original research. This provides a chance for students to practice the skills of research and writing as well as to begin potential thesis / dissertation research. *(Required of all graduate students.)*

### **HIST 7240, 7250, 7480: “Debates in” Courses (3 credits each)**

These courses are meant to be reading intensive and introduce the major debates, methods, and controversies in either American or European historiography and help prepare students for taking comprehensive examinations, developing research projects, and obtaining mastery of geographic fields as a basis of their historical knowledge. Americanist students are expected to take Debates in Early American History and Debates in Modern American History as well as Debates in European History. Europeanist students take Debates in European History as well as one of the Debates in American History courses. Debates in

European History may be repeated with the permission of the student's advisor. *(3 such courses are required of all PhD students unless credit for a comparable course is transferred from another institution OR an advisor recommends replacing 1 "Debates In" course with Fundamentals of Public History or Historiography of Tech and Civ.)*

### **Introduction to the Teaching of History (3 credits, P/F)**

This course is designed to give students a knowledge of pedagogical theory and as well as immersion in the practices of teaching history. While the class necessarily takes advantage of nearby resources to focus practical experience on post-secondary adult education, students can expect significant exposure to history education from a variety of perspectives and for a variety of purposes. The main purpose of this practicum is to give students an educational praxis that they can use as the basis for their continuing engagement with history education at the university and beyond. This course is graded pass/fail. *(Required of all PhD students unless an exception it approved.)*

### **HIST 7860: Research Project Design (3 credits)**

This course introduces students to the task of formalizing a research project proposal (such as a dissertation prospectus or thesis proposal). Students will produce a draft project proposal that includes 1) a review of the relevant historiography that justifies the topic as a meaningful contribution to the literature; 2) an historical context that situates the topic within a chronological timeline, a geography, and an overall theme; 3) a reasonable plan for accomplishing the research; and 4) a bibliography that includes a proposed list of archives, special collections, and other primary source locations, etc. Students will work not only with the instructor of record and classroom peers in developing the proposal, but also with the major advisor. This course is graded as pass/fail. *(Required of all PhD students.)*

### **HIST 8810, 8820, and 8830: Advanced Historiography 1, 2, and 3 (9 credits)**

These three courses are spread across the semesters when exams are being taken and are not intended as coursework. Instead, they function to create space in the student's schedule to prepare for and successfully complete comprehensive examinations while being enrolled full-time for funding purposes. The student works with each field advisor to prepare for examinations. It is generally assumed a student will enroll in 3 credits for each exam they plan to take during the semester.<sup>1</sup> *(These credit hours are not required.)*

### **HIST 8720: Introduction to Graduate Studies (1 credit, P/F, taught by department chair)**

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<sup>1</sup> Students may not take more than 9 credit hours in the event of a failed exam.

This course is a required pass/fail course that all graduate students take in their first semester to prepare them for the history department's graduate program and to introduce them to the fundamentals of the history profession. It meets once a week for 50 minutes and is facilitated by the department chair, who invites faculty to talk about specific topics covered in the course. Students are introduced to various aspects of graduate level study in history, such as:

- skills and knowledge expected of an M.A./Ph.D. historian and how that will be taught in graduate school,
- workload expectations and work-life balance,
- how to read books and articles for different goals,
- how to use and write book reviews for study,
- how to use and write historiography,
- why and how to form study/writing groups,
- how and when to assemble a PhD/M.A. committee,
- the purpose of your advisor/committee,
- skills required for preparing for and passing M.A. or doctoral exams,
- the art and importance of networking,
- when and why to join professional organizations,
- when and how to get on a conference panel,
- when and how to start working on grant proposals,
- how and why to get published, and

At the end of the course, students submit a reflection paper that is shared with their advisor. The course is graded as pass/fail. (*Required of all graduate students.*)

### **HIST 8730: Introduction to the Historical Profession (1 credit, P/F, taught by DGS)**

This course is a required pass/fail course that students take in the second semester of their second year (for M.A. students) or in the second semester of their third year (for PhD students) to further prepare them for the history profession. Areas of professional concentration for individual students are Teaching, Public History, Public Policy, and other fields as requested to and approved by the Graduate Committee and the student's advisor. This course meets once a week for 50 minutes and is facilitated by the Director of Graduate Studies, who typically invites faculty to talk about specific topics covered in the course. Students are introduced to various aspects of "professional life after graduate school." Topics covered and materials produced include:

- how to prepare for different types of jobs in the history profession

- how to put together an application for a job or postdoctoral fellowship / scholarship / grant
- how to prepare a CV, a cover letter, a teaching statement & portfolio, and research statement,
- accumulation of two student-written syllabi, project outlines, exhibit plans, draft policy memos, or other equivalent product,
- For Public History students, accumulation of two lesson plans, exhibit storyboards, tour or program scripts, or other product related to the larger professional field,
- how to curate one's online presence,
- how to prepare for interviews at a conference, over Zoom, or on campus,
- what makes for a strong job talk, and
- how to negotiate a job offer.

For assessment purposes, students prepare materials related to the course topics for each meeting and accumulate the final documents for the portfolio. At the end of the course, students submit the completed portfolio for a pass/fail grade. *(Required of all PhD students.)*

### **HIST 7990: Research and Thesis**

M.A. students register for three credit hours of 7990 in their fourth semester. Although these are ungraded hours, professors may require regular meetings with and updates from the student on the progress of research and writing.

### **HIST 8990: Research and Dissertation**

Ph.D. students register for three credit hours each semester after successfully completing their comprehensive exams. Although these are ungraded hours, professors may require regular meetings with and updates from the student on the progress of research and writing.

### **HIST 8000–8600: Independent Readings Courses**

Independent readings courses typically consist of regular individual meetings with a professor to discuss books or topics prepared in advance. The workload will be equivalent to that of a seminar. Students taking readings courses are normally expected to have had prior coursework in the field. Students planning readings courses should consult the DGS regarding registration.

## GENERAL ACADEMIC CALENDAR

**N.B.:** A student's failure to operate within the established timeline is sufficient cause for the dissolution of their committee and removal from the program. In addition, graduate teaching assistants may lose the remainder of their funding unless they supply a university approved excuse documenting a substantial impediment to progress. Any student leaving the program also loses their funding. If they return to the program at a later date they must reapply for their remaining funding.

### **August**

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#### **All Students**

- A formal **orientation** is held at the beginning of each academic year for all graduate students. All new students will be notified in advance of the dates and times of orientation activities. While all new graduate students are expected to attend orientation, it is important for all graduate teaching assistants to be present to become acquainted with – or reminded of – departmental policies, personnel, and practices in teaching, as well as with their responsibilities as GTAs.
- The annual **PAT Potluck** is generally held the first Friday after the start of the semester.
- First paycheck arrives August 31

#### **GTAs**

- Meet with instructors to discuss, complete, and sign GTA contracts.

### **September**

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### **October**

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#### **Second-Year Students**

- Third-semester reviews due

#### **Third-Year Students and above**

- Annual reviews due

#### **Graduating Students**

- Dissertation format check due to Graduate School

### **November**

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#### **All Continuing Students**

- Register for spring classes

#### **Third-Year Students**

- Complete first comprehensive exam

#### **Graduating Students**

- Master's Final Examination and Doctoral Final Defense forms due to Graduate School for December graduation

### ***December***

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#### **GTAs**

- Return "signed" GTA evaluations to the World History Coordinator

### ***January***

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#### **GTAs**

- Meet with instructors to discuss, complete, and sign GTA contracts.

### ***March***

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#### **All Students**

- Apply for department fellowships and grants
- Spring Break!

### ***April***

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#### **All Continuing Students**

- Register for Fall classes

#### **GTAs**

- Return "signed" GTA evaluations to the World History Coordinator

#### **First-Year Students**

- Advisor and committee forms due to DGS

#### **Second-Year Students**

- Comprehensive exam committee form due to DGS

#### **Third-Year Students**

- Complete second and third comprehensive exams

#### **Graduating Students**

- Master's Final Examination and Doctoral Final Defense forms due to Graduate School for May graduation

## A GLOSSARY OF IMPORTANT STUFF

**Advisors:** A student is admitted to the Department of History's graduate program after at least one department faculty member has expressed interest in the proposed research and is available to work with the student. These faculty often become a student's primary advisor, though it is not required. Students must secure a primary advisor by the end of their first year in the program, which requires communicating with the relevant faculty about the feasibility of their proposed research and the willingness of that professor to accept direction of the project.

Having determined the area or topic and the relevant professor, the student should formally request that professor to serve as the primary advisor. The primary advisor acts as the student's mentor on academic matters, particularly in the selection of a course of study, the identification of a comprehensive examinations committee, the composition of a dissertation committee. They also advise them on professional matters.

If at any point during a student's course of study either the student or the primary advisor believes a different member of the faculty could serve as a more effective advisor, the student needs to complete a new advisor form after discussing the decision with the relevant faculty members and the DGS.

If a professor is obliged to turn down the student's request because of other responsibilities or considerations, the student should not regard it as a personal affront. The student may always consult the DGS on departmental and Graduate School policies, procedures, and other matters.

**Break Room:** Graduate students are welcome to use the break room and its appliances when its door is open. However, faculty meetings generally take place in the break room, during which time the door is closed, and graduate students are asked not to come in. The chair tries to inform graduate students ahead of time so they can retrieve anything they might need from the room before the meeting begins.

**Department Chair (Chair):** The department chair oversees the implementation of department policies and procedures and the operations of the department as a whole. She also serves as the department's principal liaison with the College of Liberal Arts.

**Director of Graduate Studies (DGS):** The Director of Graduate Studies acts as the first point of contact for all graduate students if they have any questions about the program. The DGS

also serves as the initial advisor for all incoming graduate students and does so until the graduate student formally establishes a primary advisor.

Even after a graduate student has secured an advisor, the DGS continues to advise students regarding procedural matters, to maintain departmental records of students' progress, and to direct students to the forms, requirements, and deadlines established by the department and the Graduate School. In addition, the DGS chairs the Graduate Committee and serves as principal liaison between the department and the Graduate School.

**Gordon Bond Library (Thach 317):** The Bond Library is where meetings, talks, and workshops usually take place. Please see the department chair if you would like to reserve the space for a defense or other department activity.

**Grad Comm:** The Graduate Studies Committee, or Grad Comm, is the faculty committee tasked with drafting changes to the graduate program, assessing student requests for waivers or extensions, and new student admissions.

**Graduate Student Liaison:** Each April, the entire graduate cohort elects a graduate-student liaison for the following academic year. While this position overlaps a little with that of GTA captain, the graduate-student liaison is primarily responsible for attending part or all of each Graduate Studies Committee and faculty meetings (as the Chair or DGS decides), advocate for all graduate students, and provide graduate students with an accounting of the meetings as warranted. Occasionally the faculty will also request that the graduate-student liaison gather information from the graduate students (for example, impressions of job candidates) and report it to the faculty.

**GTA Captains:** Each April, the GTA cohort elects two GTAs to the position of GTA captain for the following academic year. Ideally, the GTA captains will be in their last year of GTA funding, but that is not required. The responsibilities of GTA captains include:

- Peer mentoring other GTAs – showing new GTAs the ropes, answering common questions, etc.
- Advocating on behalf of GTAs collectively or individually as GTAs request
  - Discussing specific issues with the DGS, WHC, or Chair
  - Offering to sit in on meetings with faculty members
  - NOTE: this does not mean the GTA captains are meant to handle personnel issues themselves
- Informing the WHC of any concerns or issues within the GTA cohort
- Managing the GTA office
  - Organizing the desks for the upcoming academic year

- Updating computers and destroying exams and other course material older than three semesters
- Informing Sharon Lewis or the WHC of any administrative difficulties or supply needs
- Working to keep the GTA office a space where graduate students can work and GTAs can meet with students
- Collecting the GTA office hours each semester, posting them on the GTA office door, and sending a copy to the WHC and DGS

**GTA Office (Thach 304):** All GTAs are given a desk at which they can hold their mandatory three hours of office hours each week. Desk assignments are organized by GTA Captains at the start of each academic year, though it is not unheard of to keep the same desk for multiple years in a row. GTAs often use their desks to complete their own course assignments, and it is generally a social place, but it is important to remember that it is a place of work and should be treated as such.

**Mailboxes (Thach 310):** All funded graduate students are assigned a mailbox in the departmental main office. These should be checked regularly, and graduate students are warned not to let mail build up or their mailbox privilege may be revoked.

**Phi Alpha Theta:** Phi Alpha Theta is the international history honor society. Auburn University's chapter (Kappa Pi) usually sponsors a range of events throughout the academic year to which all graduate students are invited. Some of these are social, including the annual graduate/faculty party at the beginning of each Fall semester. Such events provide an opportunity for graduate students to get to know one another and individual faculty members better. Students who are not yet members of Phi Alpha Theta, and who qualify, are urged to affiliate with the chapter.

**Ralph Brown Draughon (RBD) Library (231 Mell Street):** Ralph Brown Draughon library (<http://www.lib.auburn.edu>) is a critical resource for all graduate students in the Department of History, and students should familiarize themselves with its regulations, including loan privileges and fines for retaining materials beyond the due dates. The library provides a dedicated space for graduate and faculty study on the third floor. Library carrels may also be available by application, but, because of the limited number, their use may be restricted. Students may also find material relevant to their coursework or research in the Special Archives and Collections department on the bottom floor of the library.

**World History Coordinator (WHC):** The World History Coordinator serves as the primary point of contact for GTAs with questions or concerns about their GTA assists. The World

History Coordinator helps implement department policies and procedures related to the world history curriculum and faculty work with GTAs.

## APPENDIX 1: CURRICULUM COMPLETION WORKSHEET

*This worksheet is designed to help students and advisors keep track of progress through the program. Note that a full load of coursework for graduate students is 9 hours (three 3-credit classes). In semesters when a one-credit class is required, students should be enrolled for 10 hours.*

Program:                      M.A.      Ph.D.

### TRANSFERRED COURSES

Course Name	Requirement Fulfilled

### AU COURSES COMPLETED/IN PROGRESS

*Please see the Graduate Handbook, pp. 5 (M.A.), 9-11 (Ph.D.), and 20 (Public History certificate), for credit and course requirements.*

Course Name	Semester Taken	Grade Received	Requirement Fulfilled (and/or Which One)
8720: Intro to Grad Studies	Fall 1		
8700: Historiography	Fall 1		
	Fall 1		
	Fall 1		
7700: Historical Methods	Spring 1		
	Spring 1		
	Spring 1		

7710: Research Seminar	Fall 2		
	Fall 2		
	Fall 2		

#### AU COURSES STILL TO BE TAKEN

Course Name	Semester Anticipated	Requirement Fulfilled
8710: Intro to Teaching History		
7860: Research Project Design		
8730: Intro to the Historical Profession		
Advanced Historiography 1 <i>Field:</i>		
Advanced Historiography 2 <i>Field:</i>		
Advanced Historiography 3 <i>Field:</i>		

**Notes:**

**PROGRAM WAIVERS/EXCEPTIONS REQUESTED**

**ADVISOR/DGS OK**

OTHER PROGRAM REQUIREMENTS

<b>Second Language</b>	<b>Exam Date Passed</b>	<b>OR Semester Expected to Take</b>

<b>Research Presentation</b>	<b>Date Presented</b>	<b>OR Expected</b>

## APPENDIX 2: WHAT (REQUIRED) COURSES ARE OFFERED WHEN

*Please see the Graduate Handbook, pp. 5 (M.A.), 9-11 (Ph.D.), and 20 (Public History certificate), for program credit and course requirements.*

Course Name	Semester Offered <sup>2</sup>	Recommended Semester to Take
8720: Introduction to Graduate Studies	Fall	Year 1
8700: Historiography	Fall	Year 1
7240: Debates in Early American/US History to 1876	Fall	Year 1 (Americanists)
7480: Debates in European History	Fall	Year 1 and 2 (Europeanists)
7510: Historiography of Technology	Fall – even years	
Fundamentals in Public History	Fall – odd years	
7710: Research & Writing	Fall	Year 2
7700: Historical Methods	Spring	Year 1
7250: Debates in Modern US History from 1876	Spring	Year 1 (Americanists)
7910: Public History Internship	Spring – even years	
Additional Public History seminar	Spring – odd years	
8710: Introduction to Teaching History	Spring – even years	Year 2
7860: Research Project Design	Spring	Year 2 or 3
8730: Introduction to the Historical Profession	Spring	Year 2 or 3

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<sup>2</sup> There may be occasional exceptions.

## APPENDIX 3: HOW TO REPORT A CONCERN OR GRIEVANCE

Graduate students have a right to communicate concerns and/or grievances that affect their classroom instruction, working conditions, and more to faculty administrators privately and without fear of reprisal. Graduate students are encouraged to follow these recommended procedures when presenting concerns and/or grievances.

- A general concern about which you wish to remain anonymous:
  - Write a note and place it in the “comments” box located in the department mailroom (inside Thach 310)
- A concern about GTA work:
  - If you are able, first discuss the concern with your instructor
  - If you do not feel comfortable speaking with your instructor, or the issue continues, speak to the World History Coordinator (WHC)
- A specific concern regarding a faculty member who is not your GTA supervisor:
  - Speak to the Director of Graduate Studies (DGS)
- In either of the last two cases, the WHC or the DGS will meet with you, then update the chair who will meet with the faculty member.
- If a facilitated meeting between student and faculty member is needed, the chair will organize such a meeting.
- Concerns or grievances regarding the WHC or DGS should go directly to the chair. Concerns or grievances regarding the chair should go to the DGS.