

FLORIDA INTERNATIONAL UNIVERSITY

*DEPARTMENT OF HISTORY GRADUATE PROGRAMS
POLICIES AND PROCEDURES MANUAL*

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1 Introduction

This document reflects the current status of an evolving program, and is subject to change. The Department of History encourages students to take an active role in their education and in the organization and administration of its graduate programs. A graduate student sits on the Graduate Committee, the body charged by the department with the administration and oversight of the graduate programs. Please be aware that because procedures and policies may change, students should stay in close contact with the Director of Graduate Studies (DGS), the Graduate Secretary, and your field and research advisors throughout your time in the graduate program.

This document represents an effort to collect in an accessible manner a description of the Department of History's policies and procedures for students in the Ph.D. and M.A. programs. It seeks to address the most frequently asked about issues and most important procedures.

Some of the material here duplicates and/or amplifies policies described in the Graduate Catalog and/or the University Graduate School's policies manual available on line at: <http://gradschool.fiu.edu/policies.html>. Policies governing graduate stipends are, additionally governed by the College of Arts and Sciences (<http://cas.fiu.edu/>). These policies and manuals should be consulted for further information since they govern departmental practices. Students are bound by the catalog requirements as they appear in the academic year in which they officially began the program as degree-seeking students; students may petition in writing to come under more recent program requirements. Other policies described herein, such as language and comprehensive examination procedures, are specific to the Department of History and have been developed over the years by the Graduate Committee and/or the department as a whole

This manual consists of four parts: Part One is applicable to Ph.D. students, Part Two is applicable to M.A. students, Part Three concerns Graduate Assistantships and Part Four outlines the various forms which need to be completed.

2 Graduate Committee

The Department of History's graduate programs are administered by a committee. The Graduate Committee consists of six members: one full-time faculty member from each of five fields (Africa, Asia/Middle East, Europe, Latin America and the Caribbean, North America,) and a student. The Director of Graduate Studies (DGS) chairs this committee and is elected by the department faculty and appointed by the Dean of the College of Arts and Sciences to a three-year term. The DGS is responsible for the day-to-day administration of the graduate programs, as well as general student advising and answering inquiries about the graduate programs. S/he represents the graduate programs to the college, the university and the wider academic and non-academic communities. The other four faculty members are elected by the department to staggered two-year terms to represent the fields other than the one represented by the DGS. These committee members serve as advisors, as well as undertake other responsibilities as delegated by the committee. The student member is a currently-enrolled graduate student studying in any field in the department. This student member is elected by the department's student group: Department of History Graduate Student Organization (DOHGSA). S/he serves a one-year term. The student member sits and has a vote at all committee meetings except those where confidential matters relating to students are discussed. These matters include (but are not limited to): admissions decisions, allocation of Graduate Assistantships, and evaluations of student progress.

The Graduate Secretary assists the DGS and the Graduate Committee in the administration of the graduate programs. Students should be in close contact with the Graduate Secretary regarding deadlines for the submission of forms and registration for classes, signing-on for departmental employment, etc.

3 Part One: Doctoral Program in Atlantic Civilization

3.1 Mission Statement

The focus of the Department of History's doctoral program is Atlantic Civilization. Required core courses, curricular requirements, specific course offerings, and comprehensive examination procedures are all designed to provide students with a solid grounding in the history and cultures of the Atlantic world, training as a historian of a particular general field (North America, Latin America and the Caribbean, Europe, or Africa), and the tools and methods of comparative historical study. The program's emphasis on transnational, comparative, and diasporic historical phenomena provides students with a unique background that will prepare them for future careers as historians; the focus on the Atlantic world anchors students' course of study. The aim of the program is to provide the solid historical and pedagogical preparation necessary for successful pursuit of advanced careers in college and university teaching, research and publication, and/or service in government, research organizations, museums, or businesses.

3.2 Admission Requirements

3.2.1 Degree Prerequisites

Applicants to the program must have taken at least 12 credits of upper-division undergraduate History courses. Prospective students who do not meet these requirements may enroll as Non-Degree Seeking Students in graduate History courses (5935 courses are not acceptable for this purpose) and complete these with at least a B+ average before being accepted into the program. The DGS will determine whether or not these credits apply toward the degree.

3.2.2 GPA and GRE requirements

A Graduate Record Examination minimum score of 1120 (combining verbal and quantitative) is expected for admission to the program. For students whose native language is not English, a TOEFL score of 575 in the paper-based test or 232 in the computer-based one is required. Expected minimum G.P.A.'s are 3.0 at the undergraduate level and 3.25 at the graduate level.

3.2.3 Exceptions

The Graduate Committee may petition the Dean of the University Graduate School (UGS) for exceptions to the above GRE requirements.

3.2.4 Required applications materials

Applicants should provide a curriculum vitae, all college transcripts, at least two letters of recommendation, a writing sample (the M.A. thesis, if applicable), official GRE and TOEFL scores, a short statement addressing the student's goals and objectives in pursuing the doctorate in history and Atlantic Civilization, the official university application form and the application fee. (Note that some of these items are to be submitted directly to the Department of History and some to the Graduate Admissions Office.)

3.2.5 Deadlines

October 15 for January admission; *January 15* for August admission. It is strongly advised that students submit application materials as far in advance as possible due to frequent processing delays in the Graduate Admissions Office.

3.3 Degree Requirements and Course of Study

The Ph.D. in history requires 45 hours of credit beyond the M.A., or 75 credits when entering the program without an M.A. in History.

For students entering the program without an M.A., pre-course work consists of the following 60 credits:

- 3 credits Historical Methods (HIS 6059)
- 6 credits Research Seminar in Atlantic Civilization (HIS 6906, 6918)
- 24 credits in cultural concentration area, including 6 credits in a research seminar
- 15 credits outside area of concentration, 3 of which must be in a comparative course (HIS or WOH prefix), not including Methods or Atlantic Civilization
- 12 credits electives
- 15 credits of dissertation research .
- Students entering the PhD program with an M.A. in History must take the following 30 hours of pre-dissertation credits:
 - 3 credits Historical Methods (HIS 6059), if not previously taken at FIU
 - 6 credits Research Seminar in Atlantic Civilization (HIS 6906, 6918)
 - 12 credits in cultural concentration area, including 6 credits in a research seminar. If, however, the student did not have at least 12 credits in their area of concentration in their MA, they must take an additional 3-6 credits in their area of concentration in lieu of the elective and comparative history requirements specified below.

- 3 credits in comparative history (Methods and Atlantic Civilization do not count towards this requirement).
- 6 credits elective, if Methods was taken as part of MA
- 15 additional credits of dissertation research are required.

Limitations:

- Unless exempted in writing by the Director of Graduate Studies, there is a limit of two instances of HIS 5908: Independent Studies (6 credits); and a limit of two instances of HIS 5935: Cross-listed undergraduate courses (6 credits). Students must receive the grade of B or better in all courses. Students are not permitted to take graduate-level cross-listed courses which they have already completed at the undergraduate level.
- It is recommended that students take Methods and one research seminar course in their first year.
- Course work should be planned carefully as a means of developing fields for the comprehensive exams and conducting preliminary research for potential dissertation topics.

3.4 Types of Courses

- Readings seminars. These courses meet once a week and concentrate on introducing students to a wide range of secondary and/or primary written texts on a particular theme. They serve as excellent preparation for examination fields and can provide historiographic background in a student's chosen field. The department attempts to offer at least one readings seminar in each culture area per year.
- Research seminars. These courses meet once a week and are designed to introduce students to the practice of primary research. During the course of the seminar students are expected to locate primary source material, conduct research, and write a research paper. Research seminars help students identify and work with primary sources, and serve as excellent preparation for dissertation research. In addition to the seminar Research in Atlantic Civilization, doctoral students should take at least one research seminar in their culture area.
- Independent study. Doctoral students may elect to expand upon the course offerings and to meet their particular curricular needs by pursuing independent study with an individual faculty member, subject to the approval of the faculty member and the DGS. Independent Study may be used to conduct preliminary dissertation research and prepare a dissertation proposal, to engage in concentrated readings on a particular topic, to prepare for comprehensive exams, or to acquire archival, bibliographic, or museological skills through internships. In most cases, no more than 6 credits of Independent Study are allowed.
- Topics. These courses, designated with the numerical suffix 5935, are lecture courses that meet twice a week and are cross-listed with upper-division undergraduate courses. Graduate students will be expected to complete supplementary readings and assignments in these courses. While useful for providing general knowledge in a student's chosen field, doctoral students are discouraged from taking these courses. NOTE: No more than 6 credits of "Topics" courses are allowed without permission of the Director of Graduate Studies.

3.5 Language Examinations

3.5.1 Requirements

All doctoral students are required to demonstrate proficiency in two languages other than English. When appropriate, it is assumed that the primary language will be that necessary to conduct research in a student's chosen field. The secondary language may be relevant to research, or to keeping up with scholarship in a student's field; it may also be fulfilled by demonstrated competency in social scientific quantitative skills.

The exact languages required differ by field and by students' needs. Latin Americanists are expected to know Spanish and Portuguese, though in some instances another language may be substituted. Continental Europeanists should know two European languages, e.g. French and German. North Americanists and students of English-speaking countries should choose the languages most relevant to their needs; in their case especially, quantitative methods may be substituted for a second language. Africanists may use a mixture of African (including spoken languages and dialects) and European languages to fulfill the requirement. In all cases, students should consult with their advisor to determine what is expected of them to fulfill the language requirement.

3.5.2 Fulfilling the Requirement

The knowledge of languages other than English expected from every Ph.D. student will be demonstrated in one of the following ways:

- The student will produce a paper making use of primary or secondary sources written or otherwise expressed in the respective language. The paper required for this purpose could be one that the student prepares for submission in any of his/her courses, or could also be prepared specifically for this evaluation. The use of the non-English sources in this paper will be evaluated by a member of the department's faculty who the Director of Graduate Studies selects from among those competent in the language and topic or area that the paper addresses. To decide on the paper's foreign-language-use competence the evaluator will mainly take into consideration the significance of the use of the non-English sources, even more so than the paper's arguments or ultimate letter grade.
- The student will pass a two-hour translation test during which s/he will partly translate into English and summarize an academic nontext, preferably a historical source, written in the language under evaluation and selected by the language evaluator designated by the DGS. The student will be allowed to make use of a dictionary. Upon completion, the resulting translation will be evaluated by the designated language evaluator. Taking into consideration the translation's length and quality, the evaluator will assign a High Pass, Pass or Fail grade. This test will be administered as needed. Students who fail it will be allowed to take it as many times as necessary until obtaining a passing grade.
- Social science quantitative skill. To demonstrate the competency in social science, quantitative skills that may be required of some of them, students will take the course "Quantitative Methods for Historical Research." To fulfill this requirement students will be required to obtain the grade of B or higher. This course will be offered as required.

Note: Students may obtain a waiver of this requirement from the Graduate Committee if they demonstrate to have already taken an equivalent course in the Department of History or in another academic program. To decide, the Committee will require the applicant to submit copies of the syllabus of the respective course that the student intends to use to fulfill the quantitative requirement, and a copy of the term paper produced in such course. The syllabus and the paper should clearly indicate competency in the use of quantitative methods for historical research. To help in the process, the Committee may have a brief interview with the author and inquire further about the character, content, and methods of the course and paper in question.

Language Examinations are graded on the scale of High Pass, Pass, and Fail. A High Pass is required in a student's primary language. To obtain a High Pass, students must demonstrate the capacity to translate a document without any significant errors or misinterpretations that change the document's meaning. The goal is to ensure that when conducting primary archival research students will be able to translate efficiently and correctly as they take notes.

3.6 Comprehensive Examinations

Comprehensive examinations are taken after course work and language examinations are completed and before the student begins dissertation work beyond the dissertation proposal. They are prerequisites for advancing to Doctoral Candidacy.

3.7 Prerequisites and Conditions

- The student must complete all coursework and language exams by the end of the semester in which comprehensive exams are taken.
- The student must form a dissertation committee and file Form D-1 at least 60 days in advance of the comprehensive examinations.
- The student must form a comprehensive examination committee and file Form H-1 at least 60 days before the date of the written portion of the Comprehensive Examinations
- The dissertation and comprehensive examination committees and chairs are chosen by mutual agreement between student and faculty.

3.8 General Guidelines to the Process of Entering Doctoral Candidacy

The written and oral comprehensive examinations are designed to test doctoral students' knowledge and competency in their chosen culture area and in a comparative area. The examinations ask students to demonstrate the depth and range of knowledge required to a) teach an array of courses in their culture and comparative areas; b) provide sufficient historiographic background to pursue a specific dissertation topic; and c) conduct

dissertation research in their chosen field. The dissertation proposal and hearing provides an opportunity for a discussion between the proponent and the dissertation committee on issues of theory, method, sources and strategies. It is the last step in the advancement to candidacy.

3.8.1 Written Examinations

There will be a total of 3 questions on the comprehensive examination. Responses to the questions will be written over a 72-hour period. Students may devote as much or as little time as they choose to any particular question during this period. Students will write 2 questions in their primary cultural area of concentration. One of these questions will be in the same chronological period as the student's dissertation topic, and the second will cover another chronological period or theme, different from the dissertation topic. The third question will be on a comparative field. Questions may be chronologically and/or topically organized.

Each committee member is solely responsible for preparing the student to write the question in his or her field. Faculty are free to consult each other on reading lists and questions. Each question will be graded by its author and one other faculty member chosen by the chair of the comprehensive examination committee. In exceptional circumstances, the DGS may permit a single grader. If one grader passes an exam and the other fails it, the DGS will appoint a 3rd grader to decide the issue. Each faculty member will evaluate the answers to the question(s) in his/her field within two weeks. Students must pass all parts of the examination. Those who fail only one part will be allowed to retake that part within one month. Students who fail more than one part must retake all parts that they failed the next semester. Any student who fails any part the second time, apart from a makeup examination taken within one month, will be dropped from the program.

Calendar. Exams will be scheduled by the chair of the student's comprehensive committee, who whenever possible will also be the chair of the student's dissertation committee. Written Exams may take place at any time, as long as they take place at least 28 days before the last day of classes in that semester. The chair is responsible for all scheduling issues and bureaucratic formalities

3.8.2 Oral Examinations

Within two weeks following the successful completion of the written examinations, oral examinations will be scheduled by the chair of the comprehensive examinations committee as designated by Form H-1. In advance of the official examination time, the examination committee shall meet to discuss the structure of the examination to ensure an appropriate distribution of time and attention among the various fields and to explicitly link the oral examination to the student responses to the written examination.

The Oral Examination will last no more than three hours. The examination committee will consist of those listed in H-1. The student may request the presence of the DGS, or of the department chair if the DGS is on the committee. Following the Oral Examination, the Oral Examination Committee will meet to determine whether to award the grade of Pass or Fail for each field. The evaluation of each field will be determined by the Examiner in that field. If the student passes all sections of the Oral Examination, the committee may then decide whether or not to award the Pass with Distinction grade. The chair of the committee is responsible for reporting the Oral Examination results to the DGS within one hour of the examination's completion.

In the event that a student does not pass one or more fields of the Oral Examination, s/he may retake that section or sections one time within two semesters of the original examination. If a student fails a field examination two times, they are dismissed from the Program in Atlantic Civilization.

3.8.3 Dissertation Proposal and Hearing

It is expected that simultaneously with constituting a Comprehensive Examination Committee by filing Form H-1, a student will constitute a Dissertation Committee by filing form D-1. The Dissertation Proposal Hearing will normally be held within a week of the Oral Examination and may be held simultaneously with the Oral Examination. All members of the dissertation committee are expected to be present.

3.8.4 Advancement to Candidacy

Students who pass all sections of the written and oral comprehensive examinations are advanced to doctoral candidacy after they have fulfilled all language requirements, have had their dissertation prospectus accepted by their dissertation committee, and have filed Form D-2 and Form D-3. Only then may students register for dissertation credits.

3.8.5 Dissertation

After completing all course work, passing comprehensive and language examinations, constituting a dissertation committee and having that committee approve a dissertation proposal, students will enter the status of

Doctoral Candidacy, otherwise known as ABD (All But Dissertation). UGS Forms D-1, D-2, and D-3 must be submitted and approved as part of the process of advancement to candidacy. The remainder of a student's required credits will be taken as dissertation credits (HIS7980 Students must be continually registered for 3 credits/semester as they research and write their dissertation and complete the program and annual progress reports must be submitted, together with UGS Form D-4.

The dissertation research and writing process is overseen by a committee of at least four FIU Graduate Faculty members. It must be directed by a member of the FIU History Department with Dissertation Advisor status, and a majority of the committee must be members of Department of History. One member must be from a FIU department other than History. As a prerequisite for advancement to Doctoral Candidacy, the student must complete and have the UGS Forms D-1-3 approved.

The Department of History expects a Ph.D. dissertation to meet the certain minimum criteria. The dissertation should:

- be based on original research;
- be based on an analysis of primary sources, which can include printed works, manuscript sources, oral interviews, and/or material artifacts;
- demonstrate a comprehensive grasp of the relevant historiography;
- make a significant contribution to knowledge in the field;
- include appropriate citations and bibliographic information;
- be a substantial, book-length piece of work.

3.8.6 Dissertation Defense

Upon completion of the dissertation, the student's committee will conduct a public dissertation defense. This will give the committee the opportunity to question the student about the dissertation's contents, method, and theory, and give the student the chance to amplify the significance of his or her findings. Prior to the defense, a preliminary draft of the dissertation must be approved, together with UGS Form D-5.

Upon a successful defense the dissertation will be submitted to the University Graduate School for final approval, together with UGS Form D-6 reporting the results of the defense. Students should consult the University Graduate School's "Thesis & Dissertation Preparation Manual" for details of the university's required format, appearance, and structure of a dissertation. This manual is available on line. The final version of the dissertation should be submitted together with UGS Form D-7.

3.8.7 Advising

Doctoral students in the Department of History have access to two levels of advisement.

- Upon entry into the program, the advisor of first resort is the Director of Graduate Studies. S/he is available to consult with all new Ph.D. students and help them devise a course of study.
- As a student's course of study begins to take shape, s/he will identify a faculty member who will serve as their primary research advisor and "major professor." This should be a faculty member whose interests, knowledge, and expertise are appropriate to the student's course of study, examination fields, and dissertation plans. The advisor designation is formalized in writing at two stages: in filing to take comprehensive exams (Form D-2) and in the approval of the dissertation committee and submission of the dissertation proposal (Forms D-1 and D-3).

First-year evaluations. At the end of the second semester of residence, or upon completion of the first 18 credit-hours of course work, the Graduate Committee will evaluate each doctoral student's progress. Professors will provide detailed written evaluations of all first-year Ph.D. students they have taught. Students will be evaluated on seminar attendance, participation and contribution; research and writing skills; demonstrated grasp of the historical literature, diligence, and conscientiousness in completing assignments on time, and overall aptitude for continued graduate study in a doctoral program. Students whose progress and prospects are deemed insufficient will be dropped from the program.

3.8.8 Other requirements

The University Graduate School has several requirements of which doctoral students should be aware:

- To maintain active status in the program doctoral students are expected to register for a minimum of 3 credit hours per semester. Continuous registration (including over summer term) is required once a student begins dissertation work. A lapse in enrollment for three or more consecutive semesters implies withdrawal from the program. A formal application for re-admission is then required for a resumption of studies.
- The degree must be completed within nine years of enrollment in the program.

Consult the University Graduate School for more information at: <http://gradschool.fiu.edu/>

4 Part Two: Masters Degree

4.1 Mission Statement

The department's MA programs in history are defined broadly enough to accommodate the needs, interests, and goals of many different students who wish to pursue advanced study in the fields of North American, Latin American and Caribbean, European, and African history. Students may take a wide array of courses (see Report Option), concentrate on a single area of study (see Thesis Option), or specialize in Public History and complete an internship (see Internship in Public History Option.) The options are designed with several purposes in mind: to enhance the historical knowledge and research skills of professionals in other fields (e.g., teachers, librarians, museum professionals, attorneys); to qualify students for employment in community colleges, museums, archives, libraries, and other areas requiring an M.A. in History; and to prepare students for further graduate study at the Ph.D. level with the goal of entering college or university teaching as a professional historian. All students in the program will be made familiar with up-to-date historical research and historiography, will learn the basic techniques of historical research in primary documents, and will develop the ability to produce a sustained analysis of these sources, either in the form of research papers (Report Option), as a M.A. Thesis (Thesis Option), or through an internship report (Internship in Public History Option).

4.2 Admission Requirements

- Degree Prerequisite. Applicants must have completed at least 12 semester-hours (four courses) in upper-division undergraduate courses in the field of history. Applicants who do not have this prerequisite should successfully complete (maintaining a B+ average or better) two graduate history courses (5935 courses may not be used for this purpose) at FIU by registering as a "Non-Degree Seeking Student" prior to application to the program. Credit for these course may be transferred to the degree program after admission.
- GPA and test requirements. For students whose native language is not English, a TOEFL score of 575 in the paper-based test or 232 in the computer-based one is required. The expected minimum GPA is 3.0 at the undergraduate level. Applicants may also submit Graduate Record Examination scores, but the GRE is NOT required.
- Required application materials. Applicants should provide the following material to the FIU Graduate Admissions Office: university application form; all college transcripts; GRE and TOEFL scores (if required). Applicants must send directly to the Department of History (to the attention of the DGS) two letters of recommendation. Normally these letters should be from college instructors familiar with the student's academic abilities and potential for graduate study. A statement of purpose outlining the applicant's research interests is also recommended but not required. Applicants wishing to be considered for a Graduate Assistantship should address a separate letter to the DGS stating their qualifications for such a position. Applicants are encouraged to apply online.
- Deadlines. *October 15* for Spring Semester admission; *January 15* for Fall Semester admission.

4.3 Types of Courses

Students choose from four types of courses.

- Readings seminars. These courses meet once a week and concentrate on introducing students to a wide range of secondary and/or primary written texts on a particular theme. They can provide historiographic background in a student's core area of study. The department attempts to offer at least one readings seminar in each culture area per year.
- Research seminars. These courses meet once a week and are designed to introduce students to the practice of primary research in their field. During the course of the seminar students are expected to locate primary source material, conduct research, and write a research paper. Research seminars help students identify and work with primary sources, and serve as excellent preparation for M.A. thesis research. All M.A. students must take at least two research seminars. No more than one research seminar can be taken per semester. The department attempts to offer at least one research seminar in each culture area per year.
- Independent study. M.A. students may elect to expand upon the course offerings and to meet their particular curricular needs by pursuing independent study with an individual

faculty member, with their permission. Independent Study may be used to conduct preliminary thesis research, to engage in concentrated readings on a particular topic, or to acquire archival, bibliographic, or museological skills through internships. No more than 3 credits of Independent Study are allowed without permission of the Director of Graduate Studies. (A single Independent Study credit taken to fulfill a GAs full-time registration requirement does not count against this 3-credit maximum.)

- Topics. These courses, designated with the numerical suffix 5935, are lecture courses that meet twice a week and are cross-listed with upper-division undergraduate courses. Graduate students will be expected to complete supplementary readings and assignments in these courses. While useful for providing general knowledge in a student's chosen field, graduate students are discouraged from taking these courses unless they meet a specific curricular need.

4.4 Thesis Option

Any M.A. student may pursue the Thesis Option, but it is especially appropriate for students who plan to pursue further graduate studies at the Ph.D. level. The key features of this option are a) specialization in a particular field of history, b) completion of an M.A. thesis representing the fruits of a substantial research project, and c) demonstration of competency in a language other than English.

Course Work. The M.A. degree requires 30 credit-hours of graduate study. For students writing a thesis this consists of the following:

- 3 credits of HIS6059 Historical Methods
- 12 credits concentrated in a chosen Core Area (North America, Latin America and the Caribbean, Africa, or Europe, including 1 research seminar
- 6 credits in a research seminar outside the Core Area
- 3 credits of comparative history (HIS or WOH prefix, not including Methods)
- 6 credits of thesis research

Students must receive the grade of B or better in all courses. Students are not permitted to take graduate-level cross-listed courses which they have already completed at the undergraduate level. Independent Studies can be applied as appropriate. Unless approved in writing by DGS, there is a limit of 1 HIS 5908: Independent Studies; and a limit of 2 HIS 5935: Cross-listed undergraduate courses. Of the 30 credits required for the degree, 24 must be from course work, and 6 in thesis research.

Satisfaction of a Language Requirement. (see below).

Thesis Research. After completing 24 hours of course work M.A. students can concentrate fully on researching and writing their M.A. thesis, registering for HIS6970 (Thesis Research). The thesis will be overseen by a supervisory committee of at least three FIU Graduate Faculty members, a majority of whom must be members of the Department of History. When a student is ready to begin thesis work he or she must complete and have approved the University Graduate School Form M-1, which designates the committee members. UGS Form M-2 must also be submitted and approved with a summary of the proposed thesis, not to exceed five pages, which has been approved by the thesis committee. The approval process shall include a meeting during which the committee and the student are present.

The Department of History expects any M.A. thesis to meet minimum criteria. The thesis should:

- be based on primary research;
- demonstrate an understanding of the relevant historiography;
- include appropriate citations and bibliographic information;
- the expected length will be 50-75 pages, including notes and bibliography. A maximum of 100 pages will be accepted;
- if the M.A. candidate intends to apply to Ph.D. programs, the thesis should demonstrate readiness for doctoral study in history.

Prior to the defense, UGS Form M-3 must be completed and approved, together with a preliminary version of the thesis. The results of the defense are reported on UGS Form M-4.

Upon completion of the thesis the student will meet with his or her committee and defend the thesis.

Upon a successful defense the thesis will be submitted, together with UGS Form M-5, to the University Graduate School for final approval. Students should consult the University Graduate School's "Thesis & Dissertation Preparation Manual" for details of the university's required format, appearance, and structure of a thesis. This manual is available on line at: http://gradschool.fiu.edu/downloads/Proposal_Guidelines.pdf.

4.5 Report Option

The Report Option is designed for students who wish to receive a broad-based introduction to the graduate study of history, either for professional enrichment or for professional enhancement. This option does not require an area of concentration and specialization. All courses must be taken in the Department of History. Although there is no thesis requirement, Report Option students must write two research papers that must be approved by the Graduate Committee (see below). There is no language requirement.

Course Work. The M.A. degree requires 30 credit-hours of graduate study. For students pursuing the Report Option this consists of the following:

- 3 credits of HIS6059 Historical Methods
- 12 credits of Research Seminar (2 seminars)
- 15 credits in other History courses, of which at least 6 credits, not including Methods must be in comparative history (HIS or WOH prefixes).

Unless approved in writing by DGS, there is a limit of one instance of HIS 5908: Independent Studies; and a limit of two instance of HIS 5935: Cross-listed undergraduate courses. Students must receive the grade of B or better in all courses. Students are not permitted to take graduate-level cross-listed courses which they have already completed at the undergraduate level.

Research papers for the Report Option. Instead of writing a thesis, Report Option students will present one research paper to the Graduate Committee as a "Report" for final approval before the end of the semester they plan to graduate. Normally students should expect to submit the paper for final approval at least three weeks prior to the end of the semester. Please consult the DGS for the exact date.

Reports will normally be written in one of the research seminars taken by the student, though frequently they require additional revision after submission to the seminar instructor for that course. While enrolled in the seminar the student should inform the professor that the student plans to use the paper to apply for the Report Option degree. The seminar paper must be certified by the instructor to the DGS as qualifying for the Report Option prior to submission to the Graduate Committee for approval. A Report is normally expected to be of sufficient quality to be submitted for publication in an appropriate forum.

In order to receive a Report Option degree the student must:

- present a Report to the Graduate Committee certified by the relevant instructor;
- have the Graduate Committee unanimously approve the two papers;
- present a fifteen-twenty minute oral presentation of the two papers to the Graduate Committee, followed by a discussion.

Students are strongly advised to begin work on the final seminar paper in a graduate seminar one semester prior to graduation.

To summarize the procedure:

STEP 1: Write a paper for a graduate research seminar;

STEP 2: Get the professor to certify the paper to the DGS as meeting Report Option guidelines;

STEP 3: Submit paper to the Graduate Committee before the end of the semester you plan to graduate;

STEP 4: Meet with Graduate Committee for oral presentation.

4.6 Internship in Public History Option

A minimum of 30 semester hours is required for the MA degree under this option. This includes a maximum of 6 semester hours of Independent Study tied to an internship in the fields of Museum Studies or Public History. 6 credit hours equal 300 hours of work that is to be documented by the project supervisor or museum director. The internship must be approved by the DGS and supervised by the Coordinator for Public History or another faculty member designated by the DGS.

A minimum of 24 semester hours of course work, of which 6 credit hours must be taken from the following list of courses, or other courses approved as equivalent by the Director of Graduate Studies:

- HIS 5067 (Public History)
- HIS 5084 (Museum History)
- ARH 5850 (Introduction to Museum Studies) Note: this course is offered by the Department of Art and Art History.
- One research seminar and HIS 6059 (Historical Methods) are also required.
- 6 credits Internship
- 6 credits required courses
- 6 credits Research Seminar
- 3 credits Historical Methods (HIS 6059)
- 9 credits electives

Students in the Internship in Public History Option must submit a written report of their internship activities to the Graduate Committee before being awarded the MA degree.

Students must receive the grade of B or better in all courses. Students are not permitted to take graduate-level cross-listed courses which they have already completed at the undergraduate level. Unless approved in writing by DGS, there is a limit of 1 HIS 5908: Independent Studies; and a limit of 2 HIS 5935: Cross-listed undergraduate courses.

4.7 Language Examinations

M.A. students pursuing the Thesis Option are required to demonstrate proficiency in one or more languages other than English. These languages should be of relevance to the student's research goals or the secondary literature in his or her field. Students concentrating in medieval or ancient history must demonstrate proficiency in two languages, including an ancient language such as Hebrew, Latin, or Greek.

To fulfill the requirement the student will attend a two-hour translation test during which s/he will translate into English and summarize an academic nonfiction text, preferably a historical source, written in the language under evaluation and selected by a competent member of the History Graduate Faculty. The student will be allowed to make use of a dictionary. Taking into consideration the translation's length and quality, the evaluator will assign a High Pass, Pass or Fail grade. This test will be administered once every semester, as needed. Students who fail it will be allowed to take it as many times as necessary until obtaining a passing grade.

4.8 Part Three: Financial Support

Typically, the Department provides financial support through Graduate Teaching Assistantships on a competitive basis. In addition, the University offers enhanced assistantships, fellowships and dissertation fellowships also on a competitive basis. Significantly higher stipend levels are offered to students in the Ph.D. program.

4.8.1 Selection

Prior to each Fall and Spring semesters all incoming and current graduate students will have the opportunity to request funding support by serving as Teaching Assistants. There will be a posted deadline by which time students who want an assistantship will notify the DGS of this in writing. The Graduate Committee will then select TAs based on the following criteria: teaching experience, prior evaluations of teaching ability, length of time in the graduate program, academic record and/or promise. There are no Department of History assistantships available during the Summer; however, funding is normally available for graduate graders. Generally, doctoral students are given preference over MA students in the selection of Teaching Assistants.

4.8.2 Assignments and Expectations

In most cases, TAs will be assigned by the Graduate Committee to work with a professor teaching lower-division courses. On occasion a TA may teach his or her own course if they have prior experience and at

least 18 credit hours in the program. TAs are employed as .5 FTEs and their contract stipulates that they may not hold other employment while serving as a TA. In consultation with the supervising professor, the TA will be expected to grade course work, help devise assignments, take roll, prepare course materials, lead sections, show films, and hold at least 3 office hours per week. Advanced students may also be assigned as Instructors of Record and teach their own classes.

4.8.3 Evaluation

At the end of each semester the Director of Graduate Studies will ask the supervising professor to evaluate the TA with whom they have been working. The evaluation asks the professor to comment on the TA's effectiveness in the classroom and as a grader; punctuality and efficiency; fairness; need for improvement; and qualifications for continued employment as a TA. Continued employment as a GA depends on satisfactory evaluations.

4.8.4 Requirements

All Teaching Assistants must be full-time students who maintain a GPA of 3.0 or better. In practice, this means that TAs must register for 9 graduate credit-hours each semester that they are employed as a GA, and another 3 graduate credit-hours during Summer Semester, if they are employed as TAs during the previous Fall and succeeding Spring. These credits may include independent studies and/or dissertation or thesis credits. All first-time TAs must also register for the 1 graduate credit-hour Supervised Teaching course, HIS 5940. It is normally offered in the Fall Semester.

4.8.5 Test of Spoken English

Students whose native language is not English must take the TSE and score at least 50 in order to be eligible for a Teaching Assistantship if they will be teaching his or her own course.

4.8.6 Compensation

In addition to a stipend, Teaching Assistants receive a matriculation fee waiver, which covers approximately 80% of the tuition costs. The fee waiver does not cover university fees, such as the building fee, the capital improvement fee, the athletic fee, etc. US citizens or permanent residents are requested to establish Florida residency as soon as possible. Please consult the University's Graduate Catalog for details on residency requirements.

5 Part Four: Forms

One of the most vexing aspects of graduate studies is filling out the required paperwork. At several stages of their progress toward a degree, students will be confronted with important forms that need to be filled out. Students are advised to familiarize themselves with these forms in advance, and to pay close attention to the appropriate deadlines each semester. These deadlines are listed on the University Graduate School website and are posted in the department. It is ultimately the student's responsibility to make sure that the proper forms are filed with the proper signatures and by the specified date. The staff and faculty of the Department of History Graduate Programs will assist in these matters but they are not to be expected to complete them on the student's behalf. These forms are available on the UGS website, except for Form H-1 which is available from the History Graduate Secretary.

Here are the doctoral program forms:

Form H-1: This form constitutes the doctoral student's comprehensive examination committee. It must normally be completed 60 days in advance of the written portion of the comprehensive examinations.

Form D-1: This form officially creates a doctoral student's dissertation committee. Form D-1 must be completed as one of the departmental requirements for advancement to doctoral candidacy. It must be approved at least four semesters before the anticipated degree completion date. These forms identify advanced researchers and enable them to enroll in dissertation or research credit.

Form D-1r: This form must be submitted if the membership of the dissertation committee changes for any reason. It should be submitted as soon as possible after such a change happens.

Form D-2: This form outlines the general program for the doctoral degree and serves as the application for doctoral candidacy. It should be submitted immediately after the student has completed all requirements for candidacy, including the comprehensive examinations. It certifies that all requirements for candidacy have been met and must be signed by the student's doctoral advisor and the Director of Graduate Studies.

Form D-3: This form indicates approval of a dissertation proposal. The form must be signed by all members of the committee, who in doing so approve the dissertation proposal, and the DGS. Form D-3 must be accompanied by a summary of the dissertation proposal, not to exceed five pages. Form D-3 must be approved at least three semesters before the anticipated degree completion date.

Form D-4: This form is a report of the annual meeting of the student's dissertation committee. The student must report on his or her progress toward completion of the dissertation, and the committee members may provide comments and suggestions to aid in this completion. Form D-4 needs to be submitted once a year following advancement to candidacy.

Form D-5: This is the request to hold a dissertation or thesis defense. It should be submitted only after all members of the dissertation or thesis committee have read the entire dissertation and deemed it suitable for defense. Each committee member must sign Form D-5, as well as the Chair and the DGS. The form must be accompanied by a preliminary copy of the dissertation as well as an abstract in hard copy and on a computer disk. The form must also announce the time and place of the defense. Since a defense is open to all who may want to attend, the department must also make the time and place of the defense publicly known. (This information is also posted on the University Graduate School website and distributed electronically to the university community.) Subject to a deadline at least three weeks before the proposed defense.

Form D-6: This form is submitted upon successful defense of the dissertation. It must be signed by all members of the dissertation committee and an appointee of the Dean of the University Graduate School who has attended the defense (if appropriate).

Form D-7: This form, to be signed by the student's advisor, must accompany the final version of the dissertation when submitted to the Dean of the University Graduate School. A student's Application for Graduation cannot be accepted until receipt of the completed Form D-7.

Here are the MA program forms:

Form M-1: At least two semesters before the anticipated degree completion date, MA students should submit this form constituting their thesis committee.

Form M-1r: If the composition of the thesis committee changes for any reason, this form must be submitted as soon as possible.

Form M-2: Generally one semester after the submission of Form M-1, a student submits this form with an approved thesis proposal. The student should meet with their thesis committee and defend this proposal prior to submitting Form M-2.

Form M-3: This form serves as the preliminary approval of a draft of the thesis and schedules the defense of that thesis. It should be submitted at least three weeks before the date of the public defense, and should include the time and date of that defense.

Form M-4: This form reports the results of the thesis defense.

Form M-5: This form must be submitted with the final version of the thesis.

Application for Graduation. All students planning to complete a dissertation or thesis must be registered during the semester of completion and must complete an application for graduation with the Registrar's office. The deadline for these applications is very early in the semester.