



**OFFICIAL HANDBOOK AND  
REQUIREMENTS FOR HISTORY  
GRADUATE STUDENTS**

**2017-2018 Academic Year**

**Houston, Texas  
July 2017**

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IMPORTANT NOTE:

This handbook summarizes the Department of History Graduate Program policies and procedures and is updated annually. In addition to being in compliance with the policies in this Handbook, History graduate students must also follow Rice University's General Announcements ([www.ga.rice.edu](http://www.ga.rice.edu) ).

In the case of conflicting information, university-wide regulations take precedence over graduate program regulations, which take precedence over research group regulations. When in doubt, students should seek help first at the graduate program level (graduate program administrator, graduate program director, and /or department chair) and then at the central administration level (Office of Graduate and Postdoctoral Studies - GPS).

***Title IX and Sexual Discrimination***

Rice encourages any student who has experienced an incident of sexual, relationship, or other interpersonal violence, harassment or gender discrimination to seek support. There are many options available both on and off campus for all graduate students, regardless of whether the perpetrator was a fellow student, a staff or faculty member, or someone not affiliated with the university.

Students should be aware when seeking support on campus that most employees are required by Title IX to disclose all incidents of non-consensual interpersonal behaviors to Title IX professionals on campus who can act to support that student and meet their needs. The therapists at the Rice Counseling Center and the doctors at Student Health Services are confidential, meaning that Rice will not be informed about the incident if a student discloses to one of these Rice staff members. Rice prioritizes student privacy and safety, and only shares disclosed information on a need-to-know basis.

If you are in need of assistance or simply would like to talk to someone, please call Rice Wellbeing and Counseling Center, which includes Title IX Support: **713-348-3311**. Policies including the Sexual Misconduct Policy and more information regarding Title IX can be found at [www.safe.rice.edu](http://www.safe.rice.edu).

***Disability Support Services***

"Rice University is committed to equality of opportunity for persons with disabilities. In keeping with the university mission to provide an unsurpassed education, Disability Support Services (DSS) provides and facilitates accommodations and support services for students, faculty, staff and visitors with disabilities." More on Disability Support Services is found on here: [dss.rice.edu/](http://dss.rice.edu/).

<b>Part One</b>	<b>KEY CONTACTS</b>
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**DEPARTMENT CONTACTS:**

TITLE	NAME	PHONE NUMBER	EMAIL ADDRESS
Department Chair	(Peter) Carl Caldwell	713-348-2546	caldwell@rice.edu
Director of Graduate Studies	Sayuri Guthrie Shimizu	713-348-2134	sg45@rice.edu
Department Administrator	Beverly Konzem	713-348-2163	konzem@rice.edu
Graduate Program Administrator	Lydia Westbrook	713-348-2092	lydiaw@rice.edu
Department Coordinator	Erin Baezner	713-348-4947	eb23@rice.edu

**STUDENT OFFICERS 2017-18**

TITLE	NAME	EMAIL
Graduate Representative	Edward Valentin	Edward.Valentin@rice.edu
Assistant to the Graduate Representative	Kimberly Jones	Kimberly.V.Jones@rice.edu
Grad Barrel Coordinator	Maki Kodama	Makikodama123@rice.edu
HGSA/GSA Representative	Hannah Francis	Hannah.J.Francis@rice.edu

Part Two	DEGREE REQUIREMENTS
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### Requirements for the Ph.D.

- Satisfactory completion of 36 credit hours (12 courses), including HIST 575 *Introduction to Doctoral Studies* and seven additional graduate seminars, at least two of which are to be research seminars
- 54 credit hours in dissertation research and writing (total 90 credit hours for the degree).
- Pass an examination\* in the principal language of research and one additional language. If the principal language of research is English, candidates must pass an examination in one other foreign language.
- Perform satisfactorily on written and oral comprehensive examinations in three fields\*
- Complete a dissertation presenting the results of original research.

\*Language exams involve translating a history passage of approximately 500 words in length. The passage is chosen by the advisor from a book or article selected by the student (in consultation with the advisor). Dictionaries (paper only, not electronic or digital) are allowed and there is a two-hour time limit. Exams are graded Pass/Fail.

\*\*Doctoral candidates must prepare themselves in three fields of history: two in their major area of concentration, whether U.S. or other history, and a third in an area not included in the first two fields. Students who wish to pursue a third field in an area outside the department should petition the graduate committee by the end of their second semester.

### Candidacy M.A. Degree

The Candidacy M.A. degree is granted “on the way” to a PhD. The Candidacy M.A. degree is granted when a student has completed all PhD coursework requirements, passed the Language Examination, and passed the Comprehensive Exams.

When PhD Candidacy Requirements are met, students will meet with the Graduate Program Administrator to submit their Petition for Approval of Candidacy form and Candidacy Master’s Degree form to the office of Graduate and Postdoctoral Studies (GPS).

### Thesis and Non-Thesis Master’s Degrees

Thesis or Non-Thesis Terminal Master’s Degree options are available. See the Graduate Program Administrator for details and requirements.

Part Three	TYPICAL DEGREE TIMELINE
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## Typical Degree Timeline

### *Year One*

- ❑ The first year is spent in formal coursework, including HIST 575 “Introduction to Doctoral Studies” which is required in the first semester.
- ❑ Students should begin preparing three fields by the end of the second semester. Preparation in three fields is expected by the end of the second semester. (With advisor and Graduate Committee approval, students may prepare for examinations in a field outside the department. Students must petition for approval before the end of the second semester in residence.)
- ❑ Fulfill foreign language requirements. All students should take one language exam prior to the beginning of the third semester of study. Additional language exams (if necessary) should be taken as soon as possible after that. **Language requirements must be completed before taking Comprehensive Examinations.**
- ❑ Identify Comprehensive Examination Committee (see section on Comprehensive Examinations) no later than the beginning of the third semester.
- ❑ Write brief End of Year Report. Guidelines, due dates and format available on OwlSpace. End of Year Reports are submitted to the Director of Graduate Studies (DGS) and the student’s primary advisor.

### *Year Two*

- ❑ Continue formal coursework.
- ❑ Identify Comprehensive Examination Committee no later than the beginning of the third semester (see section on Comprehensive Examinations).
- ❑ Write brief End of Year Report. Guidelines, due dates and format available on OwlSpace. End of Year Reports are submitted to the Director of Graduate Studies (DGS) and the student’s primary advisor.

\* OwlSpace is a secure online environment where department forms, information, guidelines and resources are stored: <https://owlspace-ccm.rice.edu/portal>  
 (NOTE: Students *may* be asked to upload one paper per year to Owl-Space for department assessment purposes. Notices will be sent out in advance when this is required.)

### *Year Three*

- ❑ Participate in Mentored Teaching Program (details in OwlSpace) as final semester of Service/Professional Development Requirements (see relevant section). An option to propose an alternative mentored experience is available. Students must prepare a proposal in consultation with their primary advisor and the DGS. Proposals are subject to approval by the Graduate Committee.
- ❑ Take HIST 577, Pedagogy Seminar as part of Mentored Teaching Program, if appropriate. (HIST 577 is not required, though it is not possible to teach at Rice without it. See above for information on proposing an alternative mentored experience.)
- ❑ Register for HIST 578, Prospectus Seminar.
- ❑ Prepare for Comprehensive Examination (see section on Comprehensive Examination).
- ❑ Form a Thesis Committee. Information about the criteria for committee members is found in the General Announcements: <http://ga.rice.edu/Home.aspx?id=123>
- ❑ **Upon successful completion of required coursework, fulfilling foreign language requirements, and passing Comprehensive Examinations, meet with the Graduate Program Administrator to submit Petition for Candidacy of Doctoral Degree and apply for a Candidacy Master's Degree.**
- ❑ Write a dissertation prospectus of about twenty pages in length detailing your research plans, methodology, and the questions you will ask. **The prospectus must be submitted to your dissertation committee (after approval from your primary advisor) no later than six months after your Comprehensive Exams.**
- ❑ Write brief End of Year Report. Guidelines, due dates and format available on OwlSpace. End of Year Reports are submitted to the Director of Graduate Studies (DGS) and the student's primary advisor.

### *Year Four and Beyond*

- ❑ Every semester, register for History research hours (HIST 800; 9 credits) with your primary advisor.
- ❑ Years four and beyond are spent in researching and the writing of the dissertation. The department expects students to complete their dissertations within three years after admission to candidacy.
- ❑ When the Thesis Committee determines the thesis is ready for defense, meet with the Graduate Program Administrator to go over university policies and procedures, including those posted on the office of Graduate and Postdoctoral Studies website: [graduate.rice.edu/thesis/](http://graduate.rice.edu/thesis/).

<b>Part Four</b>	<b>COMPREHENSIVE EXAMINATIONS</b>
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### **Comprehensive Examination Timeline**

The Comprehensive Examination brings to a culmination the guided study of particular bodies of work and certifies student competence to pursue original independent scholarship. The Comprehensive Examination for admission to candidacy will be taken before the end of the sixth semester. This timeline does not preclude students from taking the exam earlier, depending on readiness.

The Comprehensive Examination committee is to be determined no later than the beginning of the third semester. The Examination will typically consist of the preparation of a portfolio and a two-hour oral examination, which will take place at least two weeks after the submission of the portfolio. The timing of the oral examination will be determined in consultation with the examination committee. The portfolio will typically contain a current vita and, for each of the student's three fields, a substantial list of books that the student has read (with the list agreed upon by the student and examiner in advance). In addition, for the primary and secondary fields, a historiographical essay of at least 5,000 words and a maximum of 8,000 words (bibliography and notes excluded) exploring a major problem in the field will be required.

For the primary field, that historiographical problem will typically relate directly to the student's prospective dissertation research. For the secondary field, the historiographical essay may relate to the dissertation topic or may explore other important debates. The portfolio for the tertiary field will typically include a syllabus and sample lecture plans. The complete portfolio should be distributed to the members of the examining committee at least two weeks prior to the oral exam. The portfolio may include a preliminary dissertation prospectus. In all fields, supplementary material such as previously prepared seminar papers, published articles, and syllabi may be included.

Students who do not pass their Comprehensive Examination can petition to re-take it; they must complete the re-taken exam by the beginning of the seventh semester. If a student does not pass the re-taken exam, s/he will be eligible to apply for a terminal MA. Upon passing the comprehensive exam, students will be eligible to enter candidacy.

This means that a student's first two years will be spent in formal coursework. Students will then be eligible to apply for a terminal MA. For students in good standing the third year will typically be spent preparing for comprehensive exams. Students will be expected to develop their reading lists in concert with their field professors by the beginning of the fifth semester at the latest, and they should agree with their examining professors how often they would like to meet over the course of the third year and what kinds, if any, of preliminary writing assignments they would like to complete before beginning formal work on the portfolio. It will be standard for students to make relatively short archival research trips in the third year as part of their dissertation-field work.



Part Five	DESCRIPTION OF COURSEWORK
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### Description of Coursework Required for the PhD

In total, the PhD degree requires 90 credit hours, 36 of which are coursework (seminars and directed reading courses) and 54 of which are independent study (dissertation research and writing). Of the 36 hours of coursework, at least 24 (eight classes) must be graduate seminars, including a minimum of two research seminars.

History Graduate Seminars are of three types: the Introduction to Doctoral Studies Seminar (HIST 575), Reading Seminars (not to be confused with Directed Reading courses), and Research Seminars.

In a **Graduate Reading Seminar**, the learning objective is for graduate students to develop expertise in a major field of inquiry. These fields will become the areas where students will teach or conduct original research. Students are expected to read widely in books and articles in order to build their mastery of the field. In addition, they are expected to prepare for class by writing reviews. The time spent in reading, reflection, and writing serves as preparation for the seminar. At the seminar, characteristics of the fields of inquiry are discussed by the students with the professor.

In a **Graduate Research Seminar**, students are trained to do original research that makes a contribution to the field. Students are expected to read original source materials as well as the existing scholarship written by historians. The time spent in reading, searching, organizing, and analyzing materials each week is extensive. Class sessions are devoted to discussing methodological questions, presentation of work, and discussion of writing. Students also meet individually with the professor.

#### Required Courses:

History 575, Introduction to Doctoral Studies is required is required in the first semester.

In History 575, the learning objective is for graduate students to develop analytical and critical thinking skills. Students are expected to read at least a book per week, or the equivalent in academic articles. In addition, they are expected to write reviews of books and articles. The time spent in critical reading, reflection, and writing serves as preparation for the seminar. At the seminar, these ideas are discussed by the students with the professor.

HIST 578, Prospectus Seminar.

In History 578, third year graduate students will meet regularly to develop and discuss the dissertation prospectus, with the aim of preparing a document for advisors that can also be used to apply for outside grants and fellowships.

#### In addition to the eight graduate seminars required, student may take the following types of courses:

Directed Reading courses (HIST 509 or 510 ONLY): a directed reading course is a graduate reading course set up between the student and the professor. Meeting times are set at mutual convenience. Usually a directed reading is taken to prepare for the comprehensive exams. A

directed reading class is NOT a graduate seminar. It should be taken when a graduate seminar is not available. See below for more information.

Directed reading courses are always designated as HIST 509 or 510. They DO count toward your 36 credits but they DO NOT count as seminars.

Courses in other departments: Students may take graduate seminars in other departments.

Courses at the University of Houston: Rice has an agreement with the University of Houston making it possible to take courses there that will count towards your Rice degree. Discuss this plan with your advisor and check the PhD Program Requirements sheet. Administrative requirements may be found on the Registrar's website.

### **Special Courses**

HIST 509/510 – The content of Directed Readings will be negotiated between the student(s) involved and the instructor. A description of the content and expectations will be submitted to the Graduate Committee, which will be responsible for ensuring that the class is roughly comparable in scope and intensity to a graduate seminar.

HIST 577, Pedagogy Seminar. Any student who wishes to teach in the History Department at Rice **must** take this course, which may be taken in the third year or beyond.

HIST 599 – HIST 599 is a course allowing students to arrange internships with historical sites and museums in the area. Students negotiate the nature of the internship with the museum in question. The DGS is the instructor of record and is responsible for approving the arrangements.

HIST 700, Third Year Research Course. This course is for students who have not yet taken the comprehensive exam AND who are working on their prospectus or conducting research or engaged in intensive language study. For third year students.

HIST 800 – Independent doctoral research. Students enrolled in HIST 800 must make satisfactory progress on their dissertations.

<b>Part Six</b>	GRADING, EVALUATIONS, PROBATION, PROBLEM RESOLUTION, AND LEAVES OF ABSENCE
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## **Grades and Evaluations**

### *Grades*

As at other schools, grades at Rice reflect a student's performance in course work and are one basis for the decision as to whether or not a student will remain on fellowship or in the program. The grade "A" indicates good to excellent performance, "B" denotes marginally acceptable performance, "C" unacceptable performance. Grades below "A-" may cause concern about a student's commitment and ability. Graduate students are **STRONGLY** discouraged from taking "incompletes" in courses. Students should complete the requirements of a class within the allotted semester. Although medical or personal emergencies may force the student to seek an "I," the heavy workload of graduate school is **not** sufficient reason for requesting an incomplete from a professor. Professors should only give an "I" in the case of verified illness or other circumstances beyond the student's control that occur during the semester. If unusual circumstances arise that hamper your performance, you should consult with your professors, your advisor, or the Grad Rep.

### *Evaluations*

Because the customary grading process is not always an adequate reflection of student progress, there is an additional report: a written and oral evaluation of your standing as a student and as an historian. These evaluations provide more detailed information on academic strengths and weaknesses than grades alone. At the end of every semester, each professor with whom you have worked will complete a form on which he or she will evaluate your performance as "good, needs improvement or serious deficiency" in ten separate categories. The professor may also make narrative comments. The student will receive a copy of this report. The Graduate Committee will review the completed form and insert it into your permanent file. At the end of each semester, the DGS will write a brief summary evaluation of each student, and each student will submit a written response. After reviewing the responses, the DGS may make appointments with some students to discuss their progress through the program.

If you have a number of "needs improvement" or "serious deficiency" items selected on your evaluation, you must take serious steps to improve your performance. Speak with the evaluation professor, your advisor, the Department Chair, the Director of Graduate Studies, and the Grad Rep about ways to assess the quality of your work on a regular basis to ensure improvement.

Students who do not show adequate improvement will be warned and, if problems continue, will be placed on academic probation by the Graduate Committee.

### *Academic Probation*

If a student has been placed on academic probation, he or she will receive a letter with a list of goals to meet with deadlines. The student should make every effort to meet these goals and deadlines and should seek a faculty mentor for support. If goals and deadlines are not met, and the student fails to improve, the student will be asked to leave the program.

### *Procedures for Resolution of Problems*

Problems or conflicts may arise during a student's graduate education. Students should take responsibility for informing the appropriate faculty of any such problem. All parties involved should work together amicably with the goal of resolving the problem informally if at all possible. If appropriate, a student may petition to replace the thesis advisor or a member of the dissertation committee. When attempts to resolve a problem informally do not meet with success, the following grievance procedure should be adopted.

- a) The student should submit the grievance in writing to the Department Chair, who will then attempt to resolve the problem.
- b) If the Department Chair is unable to resolve the grievance, the problem should be presented to a Departmental committee for resolution. This committee should be a standing committee and not the student's own review or dissertation committee. In the History Department, the Graduate Committee is the appropriate standing committee. Both the student and the Chair should submit a written record of their views to this committee.
- c) If the Graduate Committee is unable to resolve the grievance, the problem should be referred to a standing subcommittee designated by Graduate Council and composed of three faculty members (representing diverse disciplines within the University), and one graduate student. A written report of proceedings should be presented to the Chair of Graduate Council, for forwarding to the sub-committee, together with all other written materials generated during the investigation. The decision of this sub-committee will be considered final.

In situations where a faculty member who is actively involved in a student problem has a designated role in this grievance procedure, that role will be transferred to a suitable senior faculty member. This substitute should be chosen by the Department Chair, if possible, or the Divisional Dean, and should be acceptable to all parties immediately involved in the dispute.

Refer to Rice University's General Announcement guidelines for:

- Academic Probation and Dismissal (<http://ga.rice.edu/Home.aspx?id=2147483680>)
- Petition and Appeals ([http://ga.rice.edu/GR\\_disputes/](http://ga.rice.edu/GR_disputes/))
- Grievances and Problems (<http://ga.rice.edu/Home.aspx?id=138>)

## Leave of Absence

Please refer to the Leaves, Interruptions of Study and Withdrawal section of the GPS website:

<https://graduate.rice.edu/leaves>

<b>Part Seven</b>	<b>PROFESSIONAL DEVELOPMENT (SERVICE) ASSIGNMENTS</b>
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### **Professional Development Assignments (also known as Service Assignments)**

All graduate students are expected to fulfill five semesters of professional development (service) assignments. Assignments will be made at the beginning of each semester by the Department Chair and the Director of Graduate Studies. Students will be asked for their preferences but there are no guarantees.

**Students with professional development assignments are expected to remain at Rice through the end of the fall final examination periods in December and May and for end of semester evaluations unless prior arrangements are made with the Director of Graduate Studies.**

Assignments include, but are not limited to: Teaching Assistants, Research Assistants and Editorial Assistants for the *Journal of Southern History (JSH)*. Note that assigned duties are limited to no more than ten hours per week, averaged over the semester.

#### Teaching Assistant (TA)

As a TA, you will assist the professor with the duties associated with a particular class, usually a lower level introductory or survey course. Responsibilities may include grading papers, leading small discussion sections, offering review / study sessions for students prior to exams, delivering occasional lectures, and attending the class each day it meets.

#### Research Assistant (RA)

RAs assist a particular faculty member with his or her research tasks. This may include locating sources in the library or through interlibrary loan, reviewing newspapers or microfilmed manuscript sources, working on databases, or limited amounts of photocopying and scanning.

#### Editorial Assistant (EA)

Students who are assigned as Editorial Assistants for the JSH are expected to work no more than 8 hours per week. As an EA for the *Journal of Southern History*, you must complete 100 hours over the course of the semester. The *JSH* has a detailed description of its procedures; if this is your assignment, you will receive additional training from the full-time staff. Serving as a EA for the *JSH* is a unique opportunity for graduate students at Rice—an inside look at the publication process for journals or papers projects that few students receive.

**NOTE:** Third year students will fulfill their fifth semester service obligation by working closely with a faculty member teaching an undergraduate class as part the **Mentored Teaching Program**.

Mentored Teaching opportunities will normally occur in conjunction with taking the Pedagogy Seminar during the fall semester of the third year or it can be completed during the spring semester of the third year. If individual circumstances complicate this schedule, the student should consult with the Director of Graduate Studies to create an alternate schedule. More about the Department of History's Mentored Teaching Program can be found on Owl-Space.

The Center for Teaching Excellence offers a certificate program for students wishing to pursue a career in teaching. More information may be found at [cte.rice.edu](http://cte.rice.edu).

<b>Part Eight</b>	<b>FELLOWSHIPS, ADDITIONAL FUNDING, AND AWARDS</b>
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### **Fellowships**

All students accepted in the PhD program will receive a full tuition waiver for five years. In addition, all full-time graduate students, who remain in good standing, will receive a yearly stipend of \$21,000 for five years.

NOTE: As per School of Humanities Policy, students who accept a Rice graduate stipend will agree not to moonlight—i.e., teach at another institution during the term of their five-year package. Any exceptions to this rule must be approved by the dean.

Students in the first and second year should not work on or off campus and any exception to this should be discussed first with the advisor and Director of Graduate Studies.

### **Additional Funding**

There are a number of additional funding opportunities offered on campus for advanced students, including teaching courses for the Program in Writing Communication – PWC (<http://pwc.rice.edu/>) and the Mellon Graduate Research Seminar offered by the Humanities Research Center (<http://hrc.rice.edu/>), as well as special interest certificate programs offered by the Center for the Study of Women, Gender and Sexuality (<http://cswgs.rice.edu/certificate/>), the Center for Critical and Cultural Theory (<http://3ct.rice.edu/graduate-certificate-program/requirements/>), and more.

### **Department Funds**

#### *Conference and Research Travel Funds*

History Department funds are available to assist with travel to conferences and/or to conduct research during the academic year or the summer break. Travel funding requests are reviewed by the department's Travel Funding Committee three times a year. Deadlines, policies, application forms, and procedures are posted in Owl-Space under Graduate Resources – Travel. <https://owlspace-ccm.rice.edu/portal>

### *Association Memberships*

Students are encouraged to join professional associations. The department will purchase discounted memberships for the American Historical Association (AHA) for interested students. Information will be sent in September.

### **Awards**

The Department of History bestows a number of awards each year to graduate students. Award criteria, application procedures and other details are posted on the department website:

<http://history.rice.edu/content/awards#Sponsored%20Research>

<b>Part Nine</b>	<b>FREQUENTLY ASKED QUESTIONS</b>
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Q: Can I work off-campus, or, will my stipend be affected if I work off-campus?

A: Working off-campus during the academic year is against School of Humanities policy if you have a department stipend. If you are considering work off-campus, and then you must seek further approval from the Dean of Humanities and the department.

Q: How can I get a desk in one of the Graduate Offices in the Fondren Library? How are the desks assigned?

A: Desks are usually reserved for students in the second year or higher. Each August, the Grad Rep will email students to ask if anyone would like a desk. The email will include a deadline for a response. The Grad Rep will then assign the office desks, based on seniority, and will inform the students of their assignments. Keys to the offices are obtained from the Graduate Program Administrator. If anyone would like to change their desk assignment or if they wish to give up their desk, they should speak with the Grad Rep.

### **Language Exam(s)**

Q: When should I take the language exam?

A: Students typically work on their language requirement in the summer after their first year. No student may take the Comprehensive examination without passing all language exam(s).

Q: What is the procedure for the foreign language exam?

A: First, tell your advisor in what language you need to be examined. In consultation with your advisor, choose one or two books or articles by a historian in the language you are studying. From those your advisor chooses a passage of approximately 500 words for you to translate. The exam is two hours long, and you are allowed to use a paper, but not an electronic dictionary. The exams are graded, on a pass/fail basis, by members of CLIC and you may examine the grading rubric when the exam is returned. The Graduate Program Administrator will arrange grading and notify you when the grade is ready.

### **Coursework & Field Selection**

Q: What are the rules governing fields?

A: Your fields are the areas of concentration for your Comprehensive examinations. Your primary field is both the main focus of your course work and the area of your future dissertation research. The secondary field should be closely related to the primary field. Your third field should be in a region outside the primary and secondary fields, and can potentially be in a different historical period. You must petition the Grad Committee if you wish to have an outside field not taught in the department. It is advisable to settle on your fields in your first semester to allow adequate time for study in each field. Fields SHOULD be settled on by March of your second semester.

Q: How many classes should I take within each field?

A: It is recommended that you take at least three courses in your primary field, and two courses in each of your other fields.

Q: What courses count as a third field in World History?

A: The core course is "Introduction to World History", HIST 590. In general, courses that fall outside of the categories of American and European History, especially comparative history courses, can contribute to the World History field. See the course professors and your World History field advisor to confirm.

Q: Is it possible to take a graduate course outside the History Department?

A: Yes. History Department students often take graduate seminars in other related departments, such as Religious Studies, English, Art History, Anthropology or Sociology. If you are interested in taking a class from another department, consult with your advisor.

Q: Is it possible to take graduate courses at University of Houston? What's the procedure?

A: Yes, Rice has a cooperative agreement with UH. If your advisor approves, visit the Registrar's website for information about the administrative steps necessary. See the Graduate Program Administrator if you need assistance. You will need to petition the Graduate Committee for approval if the outside course is part of an outside field.