



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

**Houston, Texas  
May 2016**

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<b>Part One</b>	<b>GETTING STARTED</b>
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**Before You Begin**

Here are some things you may want to take care of this summer.

*Housing*

University owned housing for graduate students is off campus. There are three complexes: Morningside Square apartments, Rice Village Apartments and the popular Rice Graduate Apartments. Occupancy at Rice Graduate Apartments is determined by a lottery, which usually opens in March and closes May 30 each year. The most up-to-date information about the graduate housing (including an online application) can be found at: [campushousing.rice.edu/graduate/](http://campushousing.rice.edu/graduate/) or by calling Rice Graduate Apartments at 713-348-GRAD (4723). Morningside (713-524-1275) and Rice Village may be reached at 713-348-4050.

There are many other (and cheaper) options for housing near the Rice campus. Check here: [offcampus.rice.edu](http://offcampus.rice.edu) or with returning students.

*Arrival Date*

First year graduate students must attend both university graduate student orientation and department orientation.

- |   |                |
|---|----------------|
| 2015 University graduate student orientation: | August 17      |
| 2015 History department orientation:          | August 18      |
| 2015 International student orientation        | August 15 & 16 |

Graduate students in semesters 1 through 5 are expected to be in Houston and available for professional development work assignments by the first day of class. Unless special arrangements are made with your specific job supervisor, you are expected to work until the end of the fall final examination period in December, and until the official end of the spring semester in May. If you are unable to meet with this schedule, notify the Grad Rep and the Graduate Program Coordinator (History Department Office, 3<sup>rd</sup> floor Humanities Building) about rescheduling this commitment.

For any additional information about important academic dates, please view the academic calendar for Rice University [registrar.rice.edu](http://registrar.rice.edu).

#### *Health Form*

This form, which must be signed by a doctor, is due back to Student Health Services by July 1. Here is the link. <http://health.rice.edu/Content.aspx?id=96>

#### *Required Training*

Complete required online training for all graduate students (a) Sexual Harassment Prevention and (b) Responsible Conduct of Research. To link to these online training programs, go to: [graduate.rice.edu/newstudenttraining/](http://graduate.rice.edu/newstudenttraining/) The deadline to complete these and other required graduate training classes is September 15.

#### *OwlSpace/\*Canvas (\*coming soon)*

This is a secure online environment used by some professors for accepting papers and distributing course information. It is also where department forms, information and guidelines are stored. The name of the Graduate program site is "Graduate Program." You are encouraged to check the Resources section for any forms you may need and to skim the Announcements for news of department lectures and other important events on a weekly, if not daily, basis. [OwlSpace-ccm.rice.edu/portal](http://OwlSpace-ccm.rice.edu/portal)

### **When You Arrive on Campus**

#### *The History Department*

The History Department office is Room 326 on the third floor of the Humanities Building, which is at the corner of Fondren Library and Rayzor Hall. Free shuttles serve the campus and surrounding areas. Please check here for maps of the stops and routes [park-trans.rice.edu](http://park-trans.rice.edu). Shuttles run every 5 to 8 minutes, but you may wish to check here [bus.rice.edu/full](http://bus.rice.edu/full) for a schedule. The campus is small enough for walkers and cyclists. There are bicycle racks at the library entrance and behind the Humanities Building.

The Department Office is open M-F 8am to 5pm, excluding holidays. The office will close early on Fridays during the summer.

A note: the Rice Memorial Center and the Ley Student Center are both in the same building on the corner of Loop Road and Alumni Drive. This building, which also has the bookstore, coffee shop and a couple of casual eating spots, is often called the RMC or the Rice Student Center or just the Student Center.

#### *Library Access, ID card*

You must visit Fondren Library with your Rice student ID card to establish library borrowing privileges. The library asks that graduate students set up library privileges no earlier than the first day of classes. You will have access to the library building as soon as you get your Rice student ID card, but it will not be possible to borrow books until your library privileges are established.

The Rice student ID card is given out by the campus police department. They will take your photograph and issue an ID card to you, and give you keys to the History Department mailroom. The Rice student ID card will allow you after hours access to the Humanities Building and should allow you access to the Humanities Lounge on the 5<sup>th</sup> floor of Fondren. Here is a link to the current campus map: <http://www.rice.edu/maps/maps.html>

#### *Digital Media Center and Course Registration*

- The Digital Media Center, based in Fondren basement offers occasional courses on new applications useful to anyone in the humanities. Please see [library.rice.edu](http://library.rice.edu) and look for Library Services, then follow the links to the Digital Media Center.
- Course Registration: Students complete their course registration, monitor financial aid and payroll, and maintain other administrative tasks on Rice's ESTHER system. The ESTHER website is [esther.rice.edu](http://esther.rice.edu). The Registrar's website (with information on course offerings, dates and times) is [registrar.rice.edu](http://registrar.rice.edu). Before you register, you will need your User ID (your student ID number) and your PIN, which has been mailed to you by the Registrar. **Entering graduate students should NOT register until they have consulted with their advisor, which will be done during the History Department orientation.** Registration should be taken care of just after Department Orientation. You will need to go to the Registrar's Office in Allen center with your paperwork to do this. Please refer to the Academic calendar at the Registrar's website [registrar.rice.edu](http://registrar.rice.edu) (see the calendar link on the right) to find the information about the drop/add periods and fees for late registration. Use the Registrar's site also to view the Course Catalog and the Schedule of Course Offerings. Once you have an ESTHER account, you will be able to do the following through the system:
  - Register, add/drop courses, and change grading options online
  - View your academic history
  - Print an unofficial transcript
  - View and update your demographic information
  - View your account balance
  - View your financial aid status and information

All full-time graduate students must take at least three courses per semester (9 credit hours). Individualized graduate reading courses are also available (HIST 509 or 510, see as above for more details). Consult your advisor to plan the course schedule best suited to your needs.

You will be required to register in mid-November for your second semester and in April for the Fall semester. First year students may register immediately following the advising they will receive at department orientation. Check the Academic Calendar on the Registrar's site [registrar.rice.edu](http://registrar.rice.edu) for specific dates (see the calendar link). After your first semester, there is a fine for failing to register during these times. **Do not miss registration deadlines.**

#### *Studying: Fondren Library & Desk Accommodations/Carrels*

The department encourages diligence from the graduate students, and Fondren Library is accordingly open long hours to fit almost any schedule. During the school year, non-holiday library hours are: Sunday noon until Friday midnight, open 24 hours/day and Saturday 9 a.m. to 10 p.m. Be aware that the hours change over holidays, summer, and undergraduate breaks. If unsure about hours, check [library.rice.edu/about/hours](http://library.rice.edu/about/hours) or call 713-348-4800.

There are accommodations in the library for study and conversation in the Humanities Graduate Lounge, located on the 5th Floor of Fondren in room 506. However, only students at least in their second year (highest seniority served first) are typically assigned desks in the offices available there. Assignments are made by the Grad Rep.

For those interested in studying on campus during their first year, the Fondren Library has carrels that can guarantee you a desk, locker and relative quiet at any time. Carrel space is limited so please visit the Circulation Desk librarians to get information. Act on this early and be politely persistent. The History department will reimburse you for the cost of your deposit. Contact the Graduate Program Coordinator for details. **CARREL KEYS MUST BE RETURNED AFTER GRADUATION.**

### **Campus Highlights**

#### *Health and Fitness*

Rice has an excellent health center that provides primary medical service (the cost of which is covered in your semester fees). Routine physicals are available at no charge. Gynecological examinations are available for a fee. You usually must make an appointment to see a doctor. Call Health Services at 713-348-4966. The Health Services Center information is here: [health.rice.edu](http://health.rice.edu). Rice students are required to carry health insurance, either through Rice or on their own (which must be approved by Rice). More information at [health.rice.edu](http://health.rice.edu).

**In case of on-campus emergency, call the Rice Police Department at 713-348-6000.**

Additionally, Rice has a Recreation and Wellness Center. It is diagonally across the street from the Rice Student Center. The “Rec Center” offers courses, classes and equipment (for use and rent). All history graduate students may use the facilities for a fee. There is more information at: [recreation.rice.edu](http://recreation.rice.edu). There are also biking and jogging trails in and around the Rice campus. The Rice Graduate Student Association participates in intramural sports on campus. Please see [recreation.rice.edu](http://recreation.rice.edu) for details about participating in intramurals, as well as an intramural event schedule.

*The Graduate History Program at Rice is demanding. If you find yourself beset by personal problems (including physical or mental health issues) take steps to inform your professors, the Director of Graduate Studies, the Graduate Program Coordinator and/or the Graduate Representative. These individuals may be able to help prevent a problem becoming a crisis. Remember that no one can accommodate a problem if they don't know that you're having one. The Counseling Center offers counseling and the Retention section website offers information on taking time off. Counseling takes place in two locations: the Health Services Center and/or the Recreation and Wellness Center. [wellbeing.rice.edu](http://wellbeing.rice.edu).*

### *Dining Options*

There are various places on campus to buy something to eat (including snack machines).

- a) In the **Rice Student Center** there are a number of casual and fast options. Lovely coffee shop here too.
- b) **Java Pura** – Located in the BioScience Research Collaborative building (just off campus on the corner of University and Main). This establishment offers freshly prepared meals.
- c) **Brochstein Pavilion** - across from Fondren Library - offers sandwiches, salads, coffee and wine.
- d) **Valhalla** is the graduate student pub, located in the basement of Keck Hall and serves (cheap!) beer, Jersey Mike sub sandwiches, Vietnamese sandwiches, sodas and pretzels. It is open for lunch from 11:30 a.m. to 1:00 p.m. and reopens at 4 p.m. for happy hour Monday through Friday. Valhalla stays open till 2:00 a.m. Monday through Friday. It is closed on Saturdays and is open on Sundays from 7:00 p.m. to 2:00 a.m. Be sure to bring your Texas Driver's License. If you decide to keep an out-of-state license, go to the Rice Police Department with your license and they will put a sticker to the back of your ID card, making your life easier when you want to have a drink at Valhalla.
- e) **Cohen House**, or the Faculty Club, is a private establishment for the benefit of faculty, staff, and graduate students who are in at least their second year of study. There is a small yearly membership fee. Applications are available at the Cohen House and require the signature of the History Department Chair or your major advisor. If these people are not in, then the Department Administrator can sign your application.
- f) **The Whoo Deli** is also inside of the student center. The deli features sandwiches made-to-order with dozens of fresh ingredients and a multitude of breads. The menu also includes one to two soups of the day and a variety of side dishes that include salads and fresh baked pizza. The Whoo Deli is open to Rice students, faculty, staff and visitors. Open M-F, 11am to 2:00 pm, closed Sat & Sun.



- g) **THE HOOT** – Located in West Servery (north part of campus). Open Sunday through Friday from 10 p.m.-2 a.m., the stand sells subs from Jersey Mike's, fountain drinks and full or half-portions of large pizzas from Domino's.
- h) Graduate students are allowed to purchase a servery card for lunches at a reasonable price on campus. Please contact Housing & Dining for more details.

The Rice Village area, which has a variety of restaurants, is a ten- to fifteen-minute walk from campus. A Hedge-Hopper card allows you to take advantage of bookstore, restaurant and other discounts. This card is available for free at the information desk at Rice Student Center.

<b>Part Two</b>	<b>LIFE IN THE HUMANITIES BUILDING</b>
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### **History Department Office Room 326**

#### *History Department Office Staff*

The office staff is a good source of information and is always willing to help. The astute grad student will cultivate a close working relationship with them. They have many responsibilities to the faculty and their workload is considerable.

- Bev Konzem, Department Administrator, Room 326A (inside the Department Office)
  - Bev is the head administrator. She handles department business.
- Erin Baezner, Department Coordinator, Room 326 (main Department Office)
  - Chris coordinates most department activities including, but not limited to, the course catalog, speakers and the department website. She will provide you with a code for the photocopier.
- TBA, Graduate Program Coordinator, Room 326 (inside Department Office)
  - manages graduate student information, student paperwork for finances, and other activities including the graduate section of the department website. If you have any questions or concerns about program requirements, travel reimbursements or other aspects of student life, they will be happy to help.

#### *Faculty and Graduate Student mailboxes*

- Mailroom, Room 326B (Adjacent to the Department Office): Each graduate student has a mailbox, organized in alphabetical order by last name on the right side of the mail center. Faculty and staff mailboxes are on the left side, also in alphabetical order by last name. U.S. mail and campus mail are delivered once daily to the History Department office. Mail for graduate students is left in their boxes. Professors occasionally leave notes or return papers for students in the boxes, and you will find that this is an excellent way to get papers/books/messages to the faculty and staff as well as your fellow grad students. There are also boxes where you can send campus mail or stamped U.S. mail.
- Please see Erin for your copier code.

#### *Additional Resources in the Department Office*

- Current copies of *The Chronicle of Higher Education*, *AHA Perspectives*, and other periodicals
- History Department dissertations, which are shelved in chronological order

#### **Humanities Graduate Student Lounge Fondren 506**

- 506 is a community room for all Humanities graduate students. Eating is allowed there. The room is equipped with a refrigerator and two microwaves. A small kitchen sink is next to the men's restroom. Please clean up both spaces after use.
- Student desks are located in Rooms 534, 535, and 537.
- Two Macs are available for grad students to use in 534. Keys to this office are available from the Department Administrator. Print jobs are directed to the community printer in 506. Paper is supplied on a rotating basis by the Humanities departments. Students may also, if necessary, print on the department printer, which is accessed through the public Mac in the department office. Please be aware that staff (who are at work in the department) will not always be able to interrupt their duties to assist a student who rushes in at the last minute to print a paper and suddenly finds him or herself in difficulty with the printer.
- There is a telephone in 534 for general use, no long distance. To reach a number on campus dial the last four-digit extension. Off campus calls require dialing "9" for an outside line first.

#### **The Graduate Student Association, the History Graduate Student Association and the Humanities Graduate Student Association**

Among the many organizations on campus, there are four that conduct activities directly relevant to History graduate students.

The Graduate Student Association (from the website): "The GSA mission is to enrich the graduate student experience and to represent, support, and promote graduate student interests and values. An integral and essential part of the Rice community, the GSA provides programs and services aiding in recruitment and retention of graduate students, represents graduate student interests to the University administration, and builds a strong sense of community both on and off campus." The History graduate students select a representative to attend GSA meetings. [gsa.rice.edu](http://gsa.rice.edu)

The History Graduate Student Association (affiliated with the GSA) serves as your voice to the department and to the university. The HGSA meets at the beginning and end of every semester and otherwise as needed. Notices for these meetings will be sent by e-mail in addition to being posted. At the first meeting of the school year we select committee members; at the final meeting of the year, we elect new officers. All graduate students attending the meeting are eligible to vote. Other details can be found in the HGSA constitution in Appendix C. The President of the History Graduate Student Association also serves as "Grad Rep" on the department Grad Committee. The "Grad Rep" is your voice in the department and is present at your confidential evaluation meetings. The Vice President is also the Assistant Grad Rep. Other officers are the GSA Rep (described above) and the Humanities Graduate Student Representative on the Humanities Graduate Student Association (described below).

The Humanities Graduate Student Association. From the website: “The mission of the HGSA is twofold: (1) to facilitate open and honest communication between the Humanities graduate students and the staff, faculty, and Dean of Humanities regarding issues related to the School of Humanities; and (2) to foster an academic and professional community among the graduate student population and faculty of Humanities.” The Humanities Graduate Student Association is at [hgsa.blogs.rice.edu](http://hgsa.blogs.rice.edu) and is also on Facebook.

You might be interested to know that the Graduate Committee is comprised of the Department Chair (ex officio), the Director of Graduate Studies, three or more other history faculty members, and the Grad Rep. The committee meets approximately once a month to discuss matters pertaining to graduate students. It selects entering students, monitors their advancement through the program (primarily through professors' evaluations) and discusses and votes on issues, including concerns submitted by grad students. It makes decisions regarding admissions, changes and exceptions to programs of study, and tuition waivers. It must also occasionally ask a student who is not performing well to leave the program. Whenever an issue arises that calls for the attention of the Graduate Committee, you should speak to the Grad Rep in order to have the issue placed on the agenda for its next meeting.

Another activity to keep in mind is the “Grad Barrel.” A Graduate Barrel Coordinator, also elected every year, organizes seminars for history graduate students, also known for vita purposes as the History Graduate Student Seminar Series. These can consist of a paper presented by a grad student, discussion of an article or professional issue, talks by a professor on subjects of professional interest such as submitting an article for publication, and talks by fellow students on research, writing or teaching. The purpose of the Grad Barrel is for students to take a hand in their own personal and professional development. Students are encouraged to attend and participate in as many Grad Barrel seminars as possible. If you have an idea for a Grad Barrel, please contact the student coordinators.

**2015-2016 Officers**

Graduate Representative	Sean Smith
Assistant Graduate Representative	Eddie Valentin
Grad Barrel Coordinator	Christina Regelski
Graduate Student Association Representative	Maki Kodama
Humanities Graduate Student Association Rep	Pat Bell

<b>Part Three</b>	<b>EARNING YOUR DEGREE</b>
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Every university has its bureaucratic features. The purpose of this section is to give you an overview of the deadlines you must meet and then to discuss in detail requirements, procedures, mechanisms and situations that you should know about as you work toward your degree. In addition to following the regulations stated in this Handbook, students must also follow with General Announcements and the Code of Conduct.

### **Requirements, Deadlines, & Time Expectations**

There are *many* things that will be required of you at different stages of your career at Rice. It is **your** responsibility to know the requirements of your degree and to meet deadlines in a timely manner.

**A table of program requirements will be handed out at department orientation. You will need to fill it out, get necessary signatures and review it with the Graduate Coordinator EVERY SEMESTER until you have passed your Comprehensive Exams. YOU ARE RESPONSIBLE FOR MAINTAINING THIS DOCUMENT.**

**Students must upload one graded paper with the professor's comments from one course (per semester) into a private dropbox on the Rice collaborative learning platform, OwlSpace. These papers will be examined by a faculty committee for required assessments only and papers will be treated as strictly confidential as per FERPA guidelines.**

### **Terminal M.A. Degree**

There are two routes to the terminal M.A. degree.

The first route requires one year of course work (18 credits) and a thesis written during the second year. Since most graduate courses in the History Department are three credits each, this would mean a total of six courses over two years.

The second route grants the degree after two years of course work (36 credits). This would mean a total of 12 courses over two years.

With either route, you must be in residence for at least one year.

*Year One (for both the thesis M.A. and the non-thesis M.A.)*

- Take 24 credits of course work in history.
- Select an advisor

*Year Two (for M.A. with thesis only, see below for non-thesis Year Two)*

- No later than the beginning of your third semester, select two other faculty members to form your thesis defense committee. This needs to be done in consultation with your advisor. University regulations require them to be tenured or tenure-track professors. Please read the university regulations well before the time for your defense (see Rice University *General Announcements* at [ga.rice.edu](http://ga.rice.edu)).

- ❑ File a petition for M.A. Candidacy Approval before **FEBRUARY 1** of the year you plan to defend. Obtain this petition from the Graduate Program Administrator, who will submit it to the Office of Graduate & Postdoctoral Studies
- ❑ Write the M.A. thesis. Usually you should complete the thesis before the end of your second year at Rice (the department does not normally provide financial support for M.A. work). You must finish before the end of the third year unless you receive an extension.
- ❑ Follow the "Thesis Procedures and Forms" when preparing your thesis. The Office of Graduate & Postdoctoral Studies website has this information. **Your thesis must conform to these guidelines.**
- ❑ Thesis defense: this defense is usually held at the end of the fourth semester. Schedule your oral defense **no later than one week before the start of the spring final exam period** if you wish to receive the M.A. degree that year. (Remember that it must be at a time when all your committee members can be present.) Give the Graduate Program Administrator at least two weeks advance notice to find a room. All members of the defense committee must receive complete copies of the thesis **at least one week** prior to the oral defense.
- ❑ The Graduate Program Administrator will ensure the form for Approval of Petition for M.A. Candidacy will be at the defense; once you have passed, the committee members must sign it and you must return it to the Graduate Program Administrator.
- ❑ Within one week of defense, submit the form and two signed title pages of your thesis online to the Office of Graduate & Postdoctoral Studies. Full thesis may be submitted later, online only. **Be sure to meet university deadlines so that you will receive the M.A. degree that year.** Pay all appropriate fees.

*Year Two (for non-thesis M.A. only, see above for M.A. with thesis Year Two)*

- ❑ Complete an **additional** 18 credits of formal course work. Thus your coursework over two years will consist of 36 credits, at least 24 credits of which will be taken at the graduate level.
- ❑ You must also have written at least two substantive research papers in seminars you took during your two years of course work. These papers will be submitted in lieu of a thesis.
- ❑ Submit a Petition for Certification for Non-Thesis Master's Degree, which you can get from the Graduate Program Administrator. This form must be signed by the Chair of the History Department and must be submitted to the Office of Graduate & Postdoctoral Studies before February 1 of the year you plan to graduate.
- ❑ **Be sure to meet university deadlines so that you will receive the M.A. degree that year.** Pay all appropriate fees.

### **Candidacy M.A. Degree**

The Candidacy M.A. degree is granted "on the way" to a PhD. The Candidacy M.A. degree has different requirements and is not subject to the same deadlines as the Terminal M.A. The Candidacy M.A. degree is granted when a student has completed all PhD coursework requirements (see below), passed the Language Examination, and passed the Comprehensive Exams. These requirements are normally completed within two years of matriculation, but may be completed as late as three years after matriculation.

## 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).

History Graduate seminars are of three types: the Introduction to Doctoral Studies Seminar, Reading Seminars (not to be confused with Directed Reading courses), and Research Seminars. All involve significant preparation work that is done outside of the classroom. As a result, a strict correlation between classroom hours and credit hours does not take into consideration the significant amount of time that students must devote to each class.

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 of everyone. You will take this graduate seminar in your 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.

Seven additional graduate level seminars, two of which should be research seminars.

In the third year, a graduate level Prospectus Seminar. Most, but not all of the students taking a Prospectus Seminar will have already taken their comprehensive exams.

In addition to the graduate seminars, 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 and there may be no syllabus. 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. You would register at the University of Houston for the course you want.

In summary, 36 credits (3 credits for each class) allows for 12 courses, typically spread over two years.

Eight of the 12 courses must be graduate seminars, either research or reading. HIST 575 is required of everyone. However, the other 7 graduate seminars may be taken in or out of the department, depending upon the interests of the student.

### **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. A syllabus for the class must be uploaded to ESTHER.

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 ONLY.

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

### **The Ph.D. Degree, typical timeline**

#### *Year One*

- ❑ Select an advisor and meet regularly with him or her to discuss your plans.
- ❑ Begin required course work. As described above, this usually means taking three courses a semester (9 credits per semester). Each graduate student is expected to prepare in three fields of history. With the approval of your principal advisor

and the Graduate Committee, you may substitute a relevant field in another department. Thorough preparation is required in the primary field taken with the advisor. Advisors may require as many as four semesters of work. Clarify this with your advisor as soon as possible. Broad preparation is expected in the other two (secondary and tertiary) fields. Secondary and tertiary field examiners often require two courses each. Students are required to take the graduate seminar "Introduction to Doctoral Studies, HIST 575 " course in their first semester.

- ❑ Not all graduate seminars have to be taken from this History Department. Please see the Graduate Program Coordinator if you have any questions about what is a graduate seminar and what is not a graduate seminar, especially if you are taking a graduate course outside the department.
- ❑ Submit a Comprehensive Exam form to the Graduate Program Administrator no later than the end of your third semester. (Form available on OwlSpace.) This form is your official declaration of the three fields you will prepare for your Comprehensive exams. Your field examiners will determine the nature of and expectations for the written exam so you should meet with each of them to determine this, and the timing of the oral exam. Your advisor is the chair of your examination committee. At least two of the three fields must be in your major area of concentration. The third field must be in an area not included in the first two fields. Students must submit their fields to the DGS (via the Grad. Coordinator) by their end of their 3<sup>rd</sup> semester for approval. If you make a change to your committee after you have submitted the exam committee form to the department, you must notify the Graduate Program Administrator. **It is HIGHLY RECOMMENDED you settle on your fields by the end of your SECOND semester.**
- ❑ Students may prepare for examinations in a field outside the department or, more rarely, outside the university. Students interested in such a program must discuss this with their advisor and petition the Graduate Committee for approval. This written petition should explain your plan of study; the committee may also require the student to submit additional information such as a proposed reading list. This petition **should be submitted before the end of the second semester in residence.** Not all petitions will be approved. Students contemplating a unique program should begin this paperwork as soon as possible and no later than the end of the second semester in residence.
- ❑ Fulfill foreign language requirements. The minimum language requirement for the Ph.D. is reading competence in one foreign language beyond the chief language of research. When research needs call for it and the major professor recommends it, students may be asked to pass a test in one or more additional languages. **Every student 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. No student may take the comprehensive examination without passing all language exam(s).** Petitions about language exams or the language requirement must be submitted to the Graduate Committee before the end of the second semester in residence. The exam involves translating a history passage of approximately 500 words in length. The passage will be 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. Please see section on Language Training for additional details and alternate arrangements.
- ❑ Fulfill professional development requirements. See relevant section for more details.



- ❑ Write brief End of Year report. Guidelines, due dates and format available on OwlSpace.

### *Year Two*

- ❑ Complete your second year of course work for another 18 total credit hours. By the end of this year, you should have enough course work in each of your three fields to prepare for your comprehensive examinations.
- ❑ Submit comprehensive exam form NO LATER THAN the end of your third semester. Comprehensive exam form is available on OwlSpace.
- ❑ Prepare for comprehensive exams. To qualify for Ph.D. candidacy (the final step before buckling down to your dissertation), you must pass three written and one oral comprehensive examination in your three fields. Exams require a SIGNIFICANT amount of preparation outside class. Begin preparation for this exam as soon as possible, reading as widely in the fields as time will permit. A professor who agrees to examine you in a field will inform you of the nature of, the expectations for the exam in that field and this will usually include the books and articles that he or she expects you to read. Each professor differs in preparing you for comprehensive exams. Do not expect uniformity. Some professors provide a list and will want you to read everything on it. Others will not give you a list but will ask that you research and provide one.
- ❑ Schedule your comprehensive exams. Typically, scheduling will be completed before the beginning of the summer break following the fourth semester of residency, with the exam occurring late in August. However, it is possible to complete parts of the exam at various times up to the end of the third year.
  - Consult with your advisor and your other two field examiners regularly to determine when they think you are ready to take the exam.
  - Arrange a time for the oral exam. It is the responsibility of the graduate student to confer with the committee members about the time and then to alert the Graduate Program Coordinator that the oral exam has been scheduled. The Coordinator will reserve the room and notify the committee and the student of the time and place of the oral exam. In scheduling your exam, keep in mind any funding application dates that might be affected. Some research fellowships require that applicants have passed examinations before applying.
- ❑ Passing your comprehensive exams.
  - The examining committee will consist of three members: your principal advisor and your other two field examiners.
  - The exam will be both written and oral.
    - Your exam committee will determine the nature of and (individually) their respective expectations for the written exam. A written exam could, for example, be a three-hour closed book exam with one question, chosen from two questions supplied, or a 24 hour open book and note exam.
    - Your exam committee will determine the timing of the oral exam. The oral exam will be held after your written exams. Your written exam will likely be the point of departure for the oral portion of the exam, although this is not always the case. Once the exam is over you will be asked to leave the room so that the committee can confer.
  - Your performance will be assessed on the Comprehensive examination as a whole. Field examiners will pass judgment only on the student's overall performance (written and oral) in their respective fields. In the

event the student does not pass the Comprehensive examinations, a new examination will be arranged in consultation among the student, the examination committee, and the chair of the Graduate Committee.

- Arrange a place to wait—either in your advisor's office or another room. It is inadvisable to wait in the hall as examining committees deliberate for differing lengths of time. The exam can have any one of four outcomes: pass with distinction, pass, provisional pass, or fail. When examiners are not satisfied with a student's performance, they may at their discretion assign provisional pass and specify an additional phase of the examination which may be oral, written, or both. After re-evaluation, grades of provisional pass are to be converted to pass or fail within a time period specified by the exam committee.
- Successful completion of exams is a professional milestone and a cause for celebration. Be sure all members of the committee sign the Approval of Ph.D. candidacy form provided by the Graduate Program Coordinator and that it is then returned to her following the examination. She will file it with the Dean of Graduate Programs.
- Admission to candidacy also qualifies as completion of the requirements for an automatic Master of Arts degree. You must schedule an appointment with the Graduate Program Coordinator to sign paperwork and finalize this.
- Fulfill professional development requirements. See relevant section for more details.
- Write brief End of Year report. Guidelines, due dates and format available on OwlSpace.

### *Year Three*

- Fulfill final semester of professional development (Fall), for a total of 5 semesters.
- Register for HIST 800, 9 credits.
- Take HIST 577, Pedagogy Seminar. Although this course is not required, it is not possible to teach at Rice without taking this course. Most graduate history students pursue teaching opportunities at Rice at some point in their graduate studies.
- Take HIST 578, Prospectus Seminar. This course is required and is offered on alternate days from HIST 577 so you can take both at the same time.
- Form a dissertation defense committee. This committee is composed of your advisor (**who must be tenured**) and at least two other professors, one within the department and one Rice professor outside it, who will agree to read your dissertation when it is completed and hear your defense. This task requires a great deal of thought. Your advisor is automatically the chair of your committee, but selecting and getting the consent of other members is your responsibility. You should only choose the other readers after discussion with your advisor and with the potential readers. Once you have a professor's consent to serve on your committee, submit their name to your advisor and the Director of Graduate Studies for approval. **University regulations require that members of Ph.D. defense committees be tenured or tenure-track professors.** Some students may, after consultation with their advisor, choose to have a fourth reader on the dissertation committee. This person may be from another university. Occasionally a student will wish to change advisors after the Comprehensive examination. Such a request must be presented to the Graduate Committee for approval. Do not assume that once you have three members all will proceed without incident. Sometimes one of your members will be awarded a fellowship

that will take them away, or medical emergencies and other contingencies can upset a plan. Stay in touch with your members and keep them informed of your progress.

- ❑ 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 no later than six months after your Comprehensive exams.** You must also submit a copy to the Graduate Program Administrator for the department files.
- ❑ Apply for outside sources of funding. Outside funding can help support research trips to archives. There are also sources of funding at Rice. Rice University has two competitive fellowships for research, the Wagoner, for international research, and the Vaughn. See the department website for more details.
- ❑ Begin dissertation research. Your background research should lead you to the archives where your primary documents are housed. This is the time to plan for trips to archives, which you will want to take as soon as possible. You should speak with the Graduate Program Administrator to inquire about History Department support for research travel. You should also determine if a letter of introduction is required at the archive or library you wish to visit; this is often the case.
- ❑ Write brief End of Year report. Guidelines, due dates and format available on OwlSpace.

### THIRD YEAR SPECIAL SITUATION COURSE

- ❑ If you have not taken your Comprehensive exams, and you are engaged in writing the prospectus and/or research and/or intensive language study, you may register for HIST 700, Third Year Research. You will have submitted your plan to do this already.

### *Year Four and Beyond*

- ❑ Total focus on the dissertation. Stay in touch with your committee members as you research and write your dissertation. **STUDENTS SHOULD MAKE SURE THEY KEEP IN TOUCH WITH COMMITTEE MEMBERS.** Keep them informed of your problems and progress and send drafts of dissertation chapters to your advisor as they are completed. Some committee members will want to see individual chapters as they are completed. Others will want to wait to see a complete draft. It is the student's responsibility to discuss committee members' different expectations and comply with them. The department expects students to complete their dissertations within three years after admission to candidacy. The university sets an absolute limit for completing the Ph.D. program, including thesis defense and any leaves of absence, ten years after of matriculation. Extensions must be approved by Graduate and Postdoctoral Studies.
- ❑ Every year, write brief End of Year report. Guidelines, due dates and format available on OwlSpace.
- ❑ Dissertation defense: Be sure to read the rules for dissertation defense at the Office of Graduate Studies website: [graduate.rice.edu](http://graduate.rice.edu) .
  - Prepare the final copy of the dissertation closely following the "Thesis Procedures and Forms" guideline. This is an important set of university instructions and causes headaches for those who do not read closely. The oral defense is intended to be an examination of a completed body of work and should be scheduled only when the dissertation is essentially completed. The dissertation must be made available in the department

- office **two weeks prior to the defense**. Committee members may insist that they receive a copy earlier than that.
- Let the Graduate Program Administrator know at least six months in advance of your plans for defense so she can schedule a room for you and advise you on administrative steps you must take for your defense. **The university requires publication of the defense date two weeks in advance**. Detailed information will be in the rules given you when you pass your Comprehensive exam. In addition, you will receive a special email entitled “PhD timeline” when you have informed the Graduate Program Administrator you have decided to go forward on the path to your defense. Anyone may attend your defense. Generally it will take one to two hours to complete.
- The Graduate Program Administrator will ensure that a copy of the Approval of Ph.D. Candidacy is at the defense. If you are successful in your defense, have your committee members sign this form and two copies of your original cover sheet. Return all signed paperwork to the Graduate Program Administrator so it can be kept in your file until you are ready to submit the originals to the Office of Graduate & Postdoctoral Studies.
- Submit the form original and the title pages, and a digital copy of your thesis to the Office of Graduate & Postdoctoral Studies. **Be sure to meet university deadlines so that you will receive the Ph.D. degree that year.**
- Pay all appropriate fees.
- All details are available here: [graduate.rice.edu/thesis/](http://graduate.rice.edu/thesis/).
- Please note that all oral defenses must take place on Rice University campus with the candidate and all thesis committee members in physical attendance. In exceptional cases appeals to this requirement can be made in writing to the Dean of Graduate and Postdoctoral Studies.
- Write brief End of Year report. Guidelines, due dates and format available on OwlSpace.

<b>Part Four</b>	<b>LANGUAGE TRAINING, PROFESSIONAL RESPONSIBILITIES, AND PROFESSIONAL OPPORTUNITIES INCLUDING TEACHING</b>
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### Language Training

The department encourages students to take advantage of the language programs offered at Rice through the Center for Languages and Intercultural Communication. In some cases, the department may support additional language training. The required language exam for the PhD program consists of a 500 word translation exam graded pass or fail.

### Professional Development Assignments

All graduate students are expected to fulfill five semesters of professional development assignments. (There are no professional development assignments during summer except by special arrangement.) 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.

Assignments include:

#### Teaching Assistant (TA)

Limited to no more than 12 hours per week. As a TA, you will assist the professor with the duties associated with a particular class. Upper-level courses at Rice rarely have TA's, so in all likelihood you will TA for a freshman or sophomore-level course, such as the introductory survey courses. Responsibilities may include grading papers, leading small discussion sections, offering review/study sessions for students prior to exams, delivering occasional lectures, and of course attending the class each day it meets. While TA'ing can be time-intensive, serving as a TA is a good way to gather information about effective teaching techniques and to reflect upon the sorts of methods that you'll wish to employ as an instructor. Pay careful attention to the professor's syllabus, his or her lecture style, his or her methods for leading discussion, the types of assignments given to the students, etc.; you'll be likely to acquire some strategies that will prove useful to you when you are teaching your own class. Generally speaking, first-year students do not serve as TA's. It will be the norm for third year students in our department to fulfill their fifth semester service obligation by working closely with a faculty member teaching an undergraduate class. There are additional guidelines for mentored teaching assignments.

#### Research Assistant (RA)

Limited to no more than 6 hours per week. Your job as an RA is to 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. This is an opportunity to learn about how professional historians conduct research. The elements of effective research—framing questions, identifying sources, organizing materials, etc.—are not intuitive, and assisting a professor with his or her research work can provide a valuable model for your own research. Remember that faculty are very busy. Take the initiative and check in regularly with your faculty member.

#### Editorial Assistant (EA)

Limited to no more than 8 hours per week. For the EA work with 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.

#### Grad Rep

These elected graduate student office serves for a year and receives a semester of professional development credit.

There are other opportunities for professional development. For example, an internship at a public history site can count as your work assignment for the semester. Consult with Graduate Program Coordinator, the DGS or your advisor to craft your own assignment.

**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.**

### **Professional Opportunities**

The department encourages students to present work at local professional meetings during their first two to three years. This would include Brown Bag meetings in the department, [HASH](#) (Houston Area Seminar in History) meetings and student-organized meetings on campus. In later years, this might include a graduate-organized conference and/or travel to professional conferences to present papers. When possible, the department offers support for advanced students to take advantage of these opportunities.

### **Teaching Certificate**

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).

### **Additional Funding: Teaching**

#### At Rice

Any teaching position on campus has a prerequisite: a graduate-level pedagogy seminar, which is offered in the Fall of each year. Students take this course in the third year or later. All teaching opportunities on campus are competitive; in addition most depend upon enrollment, there are no firm guarantees. Please discuss the advisability of pursuing teaching opportunities with your advisor.

PLEASE 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.

Students in the spring of their second year may consider applying for a tutoring position at the Center for Written, Oral, and Visual Communication on campus, or a TA position with the Program for Writing & Communication (PWC) on campus as long as they are enrolled in a graduate-level pedagogy seminar for the following Fall.

Other opportunities for advanced students (3rd year and above) with the PWC include lectureships and instructorships (for new PhD's only). Advanced students are solicited for applications in February/March for teaching positions to begin in the Fall.

In addition, advanced students may be solicited for their qualifications for, interest in and availability for teaching in the History department.

*Department courses:*

History Department courses – depends upon department needs. You may be solicited if department needs fit your areas of expertise.

### At Area Schools

PLEASE READ FIRST: 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. There are, however, opportunities in the area for students who have exhausted departmental funding.

Houston Community College System (HCCS) offers some teaching jobs. In order to teach at HCCS you must have a masters degree. Salary varies. HCCS is divided into regional colleges, each with their own history department that does its own hiring. For further information, contact the history department chair at the college in which you are interested. Rice grad students have taught at HCC Central, HCC Southwest, HCC Northwest and other local community colleges such as College of the Mainland, San Jacinto Junior College, Galveston College, various campuses of Lone Star College, Wharton County Junior College, as well as four-year schools such as the University of Houston, UH-Downtown, Texas A&M-Galveston, Texas A&M-Corpus Christi and others. Ask other graduate students for more information or contact the chairs of the history departments at these institutions, most of which are listed in the Houston phone book and in the Directory of History Departments, Historical Organizations and Historians, which is in the History Department office and online at [www.historians.org](http://www.historians.org). The History Department can supply you with the departmental number for access.

### **Additional Funding: Mellon Graduate Research Seminar**

Another possibility is to apply for and participate in a Mellon Graduate Research Seminar, which provides an opportunity to apply for a research stipend of approximately 6.7K which is paid out over the course of the academic year, plus additional funds for conference travel. The Humanities Research Center will solicit applications in the spring semester for the following academic year. Applications usually entail a one-page statement of research interests and a one-page curriculum vitae. Please check the Humanities Research Center website for current information [hrc.rice.edu](http://hrc.rice.edu).

### **Additional Funding: CSWGS Graduate Certificate**

The CSWGS Graduate Certificate fosters collaborative learning with required courses designed to provide training in feminist studies aimed toward completing work for publication and conference participation. Prominent feminist scholars lead the annual Colloquium seminars bringing faculty, postdocs, and grad students together for interdisciplinary scholarly exchange. Students who develop and write a gender and/or sexuality-related dissertation are

eligible for one-time stipends upon achieving candidacy. Travel funding for research and conferences is offered each semester; competitive dissertation and teaching fellowships are offered annually. The Annual Graduate Symposium offers professionalization, support and experience organizing a large event.

## **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.

### **Special Circumstances**

#### *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.

Additional information may be found in the Dispute Resolution: Problem Resolution section of the General Announcements: [ga.rice.edu](http://ga.rice.edu). Students may also seek additional guidance through discussions with the Graduate Student Affairs and Projects Manager in the Office of Graduate and Postdoctoral Studies.

#### *Leave of Absence*

Sometimes, an absence of a few days seems unavoidable. Usually, you can work out the details with your advisor. If circumstances arise in which an absence of a semester or longer is the only solution, please discuss with your advisor as soon as possible before the semester in question.

Then please go to the Graduate & Postdoctoral Studies website Form Library [graduate.rice.edu/forms/](http://graduate.rice.edu/forms/), print the Leave of Absence form and follow the instructions on the form. Please remember the university guidelines: you must graduate within ten years of matriculation and this includes all leaves. You must pay a reinstatement fee upon return. Please be sure to inform the Graduate Program Coordinator about your plans.

### *Disability 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.” Quoted from the Disability Services website. [dss.rice.edu/](http://dss.rice.edu/).

### *Support*

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:  
**3311/(713) 348-3311**

Policies, including Sexual Misconduct Policy and Student Code of Conduct, and more information regarding Title IX can be found at [safe.rice.edu](http://safe.rice.edu)

## **Departmental Funds**

### *Conference Funds*

The Department is able to offer funds to graduate students travelling to conferences to present papers. In general, the Department does not guarantee conference funding for first and second year students, but it may be available in exceptional circumstances. Please consult with the Graduate Program Coordinator for more information.

### *Money for Travel for Research*

The Director of Graduate Studies sets the funding application deadlines. Travel policy, travel funding application and reimbursement forms, and funding deadlines are posted on OwlSpace.

Please note: Rice does not pay (or reimburse you) for state hotel tax in Texas. Use a special form (available from the Graduate Program Coordinator) so the hotel won't add this tax to your bill.

## **Conferences, Publications and Association Memberships**

### *Conferences*

There are many opportunities to present papers during the course of your graduate career. Historical conferences are excellent professional venues for students who have entered candidacy. Panel readers provide feedback, and since you are a graduate student, they often take pains to address their remarks in a constructive rather than in a purely critical manner. Work with your advisor in selecting the proper forum for your presentation.

To become eligible to present your paper, you must obtain information on the conference's deadlines, theme, location, and suggested paper lengths. The best way to find information about upcoming conferences is through flyers posted in the graduate lounge, through publications such as the (AHA) *Perspectives* and *The Journal of Southern History*, or on H-net discussion lists.

Practice reading your paper. If you find that it exceeds the time limit, cut some parts out. Most paper sessions last 1 to 1-1/2 hours with 20-30 minutes for presentations. Usually two or three scholars will read at one panel.

### *HASH*

The Houston Area Southern History (HASH) seminar meets regularly during the school year under the direction of Professors Caleb McDaniel and Fey Yarbrough. HASH meetings provide an excellent opportunity for southern historians from Rice and many other local schools to present papers. It is open to all graduate students regardless of their major field and is a good way to become acquainted with the give-and-take of scholarly criticism in a collegial atmosphere.

### *Publications*

This is a matter best decided between you and your advisor. You should initiate a conversation with him/her about publication strategy within your first two years in the program. Follow the procedures indicated in the journal to which you wish to send your paper.

### *Association Membership*

Join a professional association as soon as you can. The rates for students are always often than for employed historians and the benefits are well worth it. Most association memberships include a journal subscription. These journals contain the latest scholarship, acquaint you with your colleagues in the field, and may provide notices of conferences and job opportunities. The department will purchase discounted memberships for the AHA for interested students. Information about that will be sent out in August.

### **Awards**

The Department of History may award up to five prizes each year to graduate students. Faculty members on the department graduate committee will determine any recipients for the 2015-

2016 academic year. There are other prizes on campus; you will be contacted if you are nominated for one of these.

*The Charles Garside, Jr. Prize in History*

Is awarded to distinguished students of history, undergraduate or graduate (but usually undergraduate), to honor the memory of Charles Garside, Jr., a member of the Rice History Department from 1966 to 1987. The prize offers outstanding students time to broaden and deepen their education through travel and reflection. Please note that the Garside Prize may not be used for dissertation research. Recipients are determined in two ways: faculty nomination or student application. Students wishing to apply should notify the Director of Graduate Studies in writing by December 1 in the Fall. Applicants will need to prepare a statement of plans, obtain two letters of recommendation from members of the History Department, and provide an unofficial copy of their transcript to the Director of Graduate Studies by February 1 in the Spring. The prize may not be used for tuition within the United States or in lieu of a graduate fellowship from Rice. Amount of award varies.

*The Barbara Field Kennedy Prize in American History*

John Hines Kennedy established this prize in 1971 for the "graduate or undergraduate student in American history whose overall academic performance is rated highest by the faculty of the Department of History." The faculty submits nominations to the Director of Graduate Studies. The amount of award varies.

*The Clifford Lefton Lawrence Award in British History*

Given annually to the best student—undergraduate or graduate—in British History at Rice University. To be eligible the student must have done distinguished work in some aspect of British history from ancient times to the present. Faculty members nominate students. Amount of award varies.

*The Captain Charles Septimus Longcope Award in History*

Mrs. Amy Longcope Hopkins established this prize in 1958 in memory of her grandfather. It is awarded annually for the best dissertation in history. The faculty submits nominations for the prize. Amount of award varies.

*The James Scott Peterson Distinguished Service Award*

The faculty and graduate students of the History Department established this award in 1987 in memory of Jim Peterson, a fellow grad student who had passed away. It is awarded to an exceptional graduate student who embodies and fosters in others the qualities of scholarly excellence, maturity, and humanity. Nominations for eligibility may be submitted to the Director of Graduate Studies. The amount of the prize is set by the Department Chair.

**Technology**

Q: How do I set up my Rice email account?

A: Your first email from Rice should contain instructions on setting up your Rice email, but instructions are also available at [it.rice.edu](http://it.rice.edu). Google Apps and Calendar information may be found here: [it.rice.edu/GoogleMemo/](http://it.rice.edu/GoogleMemo/).

Q: Can I check my Rice email and access the Rice system when I'm away from campus?

A: You can easily access your email from any computer by using Rice's Webmail system. Simply go to "webmail.rice.edu" and enter your user name and password. This is the simplest way to check your email from any computer on campus.

There are two ways you can access the Rice system from an off-campus location, each briefly described below:

1. Proxy Server: Access to the Rice network from off-campus, including the library databases most commonly used by historians, is relatively simple. Most of the commonly used online resources, such as JSTOR, WorldCat, and newspaper databases, are available on the proxy server. The proxy server allows you to read online journals and access databases just by logging in with your email user-id and password. To gain access to the proxy server, go to [proxy.rice.edu/](http://proxy.rice.edu/) and follow set-up instructions provided.
2. VPN Accounts -- Students may also apply for a VPN (virtual private network) account, although this is typically not necessary unless you will be away from the Houston area for an extended period of time. The VPN allows your computer to function as if it were directly connected to the Rice network. Find instructions here: [docs.rice.edu/confluence/](http://docs.rice.edu/confluence/)

Q: What computer labs are available on campus?

A: In addition to the computers and printer in the Humanities Grad Lounge, students can use any of the numerous computers in Fondren Library or the Mudd Lab. Several labs are open very late throughout the semester and open 24 hours near the end of the semester.

Q: What about wireless internet access?

A: The whole campus is wireless.

Q: What's ESTHER?

A: ESTHER is the data management system used by the Registrar's Office and Cashier's Office. You'll use ESTHER to register, check your grades, find out if you have a balance on your cashier's account, check on payroll or other financial matters, etc. The ESTHER account is tied to your student I.D. number; you will also be assigned a PIN number by the Registrar's Office and later you can change your PIN. If you teach, grades are submitted through ESTHER and course rosters are available there as well.

Q: What if I need technical support?

A: The Mudd Lab has a walk-in help center staffed by undergraduate and graduate students. There is also a Help Line number you can call from campus, x4357. You can also email for support: [help@rice.edu](mailto:help@rice.edu). The Rice IT website has published answers to FAQs as well as a variety of online instructions for topics from virus protection to printing. Often you can find step-by-step instructions for most common computing needs here. See <http://www.rice.edu/it/help/>

Q: Are there any other software programs that history graduate students need to have?

A: The increased availability of online source materials demands something that can organize and store papers, books, films, websites, spreadsheets, articles and other digital entities. And it would be useful if the same tool could collect and organize citations and bibliographies. Zotero is a free Mozilla add-on that does it all. (Firefox Mozilla is a browser you can put on your computer. Also free: <http://www.mozilla.com/en-US/>.) Find Zotero here: [www.zotero.org/](http://www.zotero.org/). For even more information, see the Digital Media Center's slides on social software & education, available for download at [library.rice.edu/services/dmc/guides](http://library.rice.edu/services/dmc/guides). Please check the Digital Research Tools Wiki, or DiRT, which is here: [digitalresearchtools.pbworks.com/](http://digitalresearchtools.pbworks.com/). Your professor may ask you to access course handouts through OwlSpace, an online course management environment. More information may be found at [OwlSpace.rice.edu/](http://OwlSpace.rice.edu/). And Dropbox.com provides a secure place to store large documents, which could save years of research and writing if both your laptop and back-up hard drive are stolen.

### **Fondren Library**

General Information: Any time you need help or advice, you should see the librarians at the Reference Desk. More specialized assistance is available from the History Department bibliographer, Anna Shparberg, [shparberg@rice.edu](mailto:shparberg@rice.edu), who generally gives a tour at the beginning of the school year. There is a departmental faculty liaison (an annual faculty committee assignment), who can facilitate obtaining materials for the collection as needed. Check with the department staff for this information.

Q: How do I get a carrel in the library?

A: Go to the Circulation Desk and ask if any carrels are available. There is a waiting list. Be polite and persistent. If you are able to get a carrel, you will be asked to put down a refundable \$30 deposit for the key and use of the carrel. Carrels include a locking cabinet where you can store books (it is not recommended to store computers or other valuables in these cabinets when you are out of the library). You may check out books to your carrel for up to one year. The History department will reimburse you for your deposit. Contact the Graduate Program Coordinator for details.

Q: What is Interlibrary Loan, and how do I use it?

A: Interlibrary Loan [ILL] is a wonderful resource for history research. With a few clicks of the mouse, you can order books, dissertations, journal articles, newspapers, or other materials not owned by Fondren Library and have them sent to you from another library. In some cases you can even borrow manuscript collections from other libraries on microfilm – a way to greatly expand the possible research topics you can pursue without ever leaving the Houston area. For additional information, go to [rice.illiad.oclc.org](http://rice.illiad.oclc.org).

You can locate items by searching for them on WorldCat. You can either request the item directly from the ILL website, or you can request the item through the World Cat website. If you can't figure out exactly what you need, especially when ordering microfilm, you can go to the ILL office to speak to the librarians. It is part of the Circulation Desk.

Q: What does the library offer that will be especially useful for history research?

A: On the Fondren library website [library.rice.edu](http://library.rice.edu), find these commonly used databases for historical research:

- American History and Life – useful for locating book reviews, articles, books, and other published sources for U.S. history; searchable by keyword, subject, author, title, etc.
- African American Newspapers – access the full text of 19<sup>th</sup>-century African American newspapers, such as *The North Star*. This also includes a link to full-text articles from Godey's Lady's Book.
- BGMI – Biography and Genealogy Master Index – database of over 4 million individuals with basic biographical information and list of citations for additional information on a particular individual
- JSTOR – database of major scholarly journals. Choose the “Advanced Search” function to search by keyword, limiting your search to journals in “History” or related fields such as African American Studies, Feminist and Women's Studies, Latin American Studies, etc. Note: JSTOR's online journals only go through five years prior to the current year. There is a rolling wall for most journals five years before the current year. For more recent issues, use Fondren's “Online Journals” section or the History Cooperative (see below).
- RLG Archival Resources – a fabulous way to locate manuscript and papers collections. This database can be used to keyword search the online finding aids from hundreds of libraries across the country
- WorldCat – always a good bet as your “first stop” in research projects. WorldCat gives you access to the catalogs of over 15,000 libraries worldwide, allowing you to locate virtually any book, journal, newspaper, or other printed source you're looking for. This is the best way to locate items for Interlibrary Loan.
- Project Muse – please see the Fondren Library website.

Other useful resources are the library's subject guides “Libguides.”, from [library.rice.edu](http://library.rice.edu). choose “Research Guides” or go straight to [libguides.rice.edu](http://libguides.rice.edu). Libguides can give you a list of databases useful for specific topics such as American History, Southern History, History of the British Empire, etc.

Q: How do I access scholarly journals online?

A: There are several ways to access scholarly journals online. First, find Full-Text Journals in Fondren catalog. Another useful source is [www.historycooperative.org](http://www.historycooperative.org), which has the contents of various important journals including the *American Historical Review*, the *Journal of American History*, *William and Mary Quarterly*, and the *Journal of World History*. Articles that are more than five years old are usually available at [www.jstor.org](http://www.jstor.org). JSTOR is usually available up to five years before the current year and it is updated every year. One cautionary note: occasionally, there is a “gap” in online coverage for some journals. In these cases – sigh! – you'll have to go the old-fashioned way and get the paper version from Fondren.

Q: What off-line sources exist?

A: The microfilm area of Fondren's basement contains the guides to the major collections held by the library. Most microfilm is stored off campus and must be ordered AT LEAST a day before it can be used. Remember to check these for a major project!

### **Financial Aid, Health Insurance and Other Money Matters**

Q: Are there any sources of financial aid for graduate students?

A: Financial aid for graduate students is in the form of subsidized loans. Please see a financial aid counselor in the Student Financial Aid Office as soon as possible if you find yourself in a



position where you feel you need a loan. No work-study funds are available for graduate students but please see question about working on campus below.

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: What about working on campus?

A: There are small, part-time jobs available at Rice, but again please discuss this with your advisor and the Director of Graduate Studies. Do remember that for five semesters you will already be working a modest number of hours to fulfill the conditions of your fellowship and in pursuit of your own professional development. If approved to work, students still on stipend will be limited to 20 hours per pay period (so 20 hours across two weeks).

Q: Where are some places that I can search for summer employment?

A: There are a limited number of summer employment opportunities available to students within the History Department. The *Journal of Southern History* generally has two or three student intern spots available and faculty members may be in need of paid research assistant help over the summer. Fondren Library also offers a variety of paid summer positions. Also see Part Four for more teaching opportunities.

Q: When do I get my stipend checks?

A: Your first paycheck will come at the end of August. Students are paid by direct deposit through the period from August 16 to August 15. Annual stipend is divided into 24 directly deposited paychecks. The 24 checks are available on the 15th and the last day of the month that does not fall on a weekend.

Q: Can I be reimbursed for my research travel?

A: First year students are not guaranteed research, travel or conference funding, however there may be funding available in exceptional circumstances. Please consult with the Graduate Program Coordinator for additional details on the possibility of first year research travel funding. In years two and above students will make funding proposals according to the policy and deadlines set out by the Director of Graduate Studies, using forms available on OwlSpace. This policy will also be sent out at the beginning of each semester. Students are expected to apply for outside funding whenever possible before seeking research travel funding from the History department. All receipts must be presented for reimbursement **immediately upon your return**, at least within 14 days of the conclusion of the trip.

Q: What about health insurance?

A: All students are required to have health insurance coverage. If you select one of the Rice University policies you will receive a subsidy, which covers some but not all of your costs. If you do not choose a Rice University policy, you will have to sign an insurance waiver. The waiver may be found here: [studenthealthinsurance.rice.edu/](http://studenthealthinsurance.rice.edu/). Look in the dark blue horizontal bar for Health Insurance Waiver. Click on it and follow the instructions. International students may not sign the waiver.

Q: Can spouses or partners use the campus health clinic?

A: Unfortunately, no.

Q: What healthcare options are available besides the on-campus health center (i.e. weekends and after hours)?



A: For non-emergencies (non-life threatening events from the flu to suspected broken bones and x-rays) you can go to the St. Luke's Minor Emergency Clinic on Holcombe (a.k.a. Bellaire Blvd.) near Kirby. Some of this may be covered by your insurance policy. There is also an emergency center in Rice Village on the corner of Kelvin and Rice Boulevard: EliteCare Emergency Center. It is open 24/7, and takes insurance. 713-527-4400. Wildly expensive, beware. Actual hospitals for emergencies include St. Luke's Episcopal, Memorial Hermann, Methodist, and many others, which are located across Main Street from Rice University or are accessible off of Holcombe Blvd. in the Medical Center area. Also note, if you call HFD, Houston Fire and Ambulance (through the 911 service), you will be billed a \$500 (or more) transport fee. Both the St. Luke's Minor Emergency Clinic and the ambulance are generally covered under insurance, but you should always check with your insurance company, especially if your insurance requires prior notification and approval for emergency services (a call that is worth making one day while you are well, so you have it all planned if the situation arises). You can find more information at: [health.rice.edu](http://health.rice.edu), under "Obtaining Care". Please try to locate a clinic in advance of an emergency and keep contact information handy.

### **The Humanities Graduate Lounge (Graduate Student Offices & Desks)**

Q: What is the "Grad Lounge" and what are the rules governing the use of this space?

A: History Department graduate students are fortunate to have a common space for academic and social use. The Humanities Graduate Offices, more commonly known as the "Grad Lounge," are located on the fifth floor of Fondren Library and are comprised of rooms 506, 534, 535, and 537. Access to 506 is by card reader. Your ID card will be programmed for entry. This room is shared by all graduate students in the Humanities who have offices in the Library and serves a number of functions, both academic and social. First and foremost, it provides a central gathering place for graduate students. The intellectual community you'll form with your colleagues is a critical element of your graduate education; your intellectual development happens not just in coursework but also in the informal exchanges you'll have with peers about books you've read, papers you're writing, and ideas you've encountered.

The printer is in 506.

History department students share three separate office areas (534, 535, 537), which contain study desks. Whereas 506 is intended to be a place for intellectual exchange and social activity, the office spaces are intended to be quiet workspace. Please be respectful of your colleagues and hold conversations in the central lounge space instead of in the desk areas. See below for the policies regarding desk assignments.

Q: What are the policies for printer usage in the Grad Lounge?

A: History grad students share the use of one laser printer, located in 506, and students are free to use the printer for academic purposes at no charge. Paper, toner, and maintenance of the printer are expensive, however, so please be judicious in your use of the printer. Limit usage to materials directly related to coursework or to research.

Q: How can I get a desk in one of the Graduate Offices? 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 side offices are obtained from the Graduate Coordinator. 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. Students are encouraged to share desks where appropriate. For instance, if you have a desk and know you'll be gone for an extended research trip, offer the use of your desk as study space to a student who does not have one.

### **Graduate Student Government**

Q: What are the elected student positions, and what are the election procedures?

A: The four positions (listed in Section Two) are elected each year in late April. A meeting is called by the current Grad Rep and nominations are taken at the meeting. If several people have expressed interest in running for one position (usually established before the election day), each candidate gives a 2-3 minute speech, and then the students vote by secret ballot. The outgoing Grad Rep and Assistant Grad Rep tally the votes, and report on the winner, but not the vote totals. If there is a tie between two candidates, a run-off is held in the same fashion. Each office is voted on separately, which allows the losing candidate in one election run for another office.

If you have a question, need to voice a grievance, or have encountered a problem related to the program, it is best to go to the Grad Rep. Communications between you and the Grad Rep are confidential, and he or she will work with you to determine the best procedure for resolving your problem.

### **Professional Development Work Obligations to the Department**

Q: How many semesters of professional development work are required for the department?

A: As an integral part of professional development, each graduate student in the history department will complete five semesters of professional development assignments for the department.

At the end of each semester, you will receive an evaluation of your performance in your work assignment from the faculty member[s] overseeing your job. Take your job seriously! The Rice History Department wants to train good colleagues as well as good historians. Your work assignment is a measure of your professionalism—something that matters as much as your academic performance.

Q: What are the responsibilities of a research assistant? An editorial assistant? A teaching assistant?

A: Please see Part Four of this Handbook for a complete description of work assignments. Once your work assignment selection is confirmed, it is a good idea to set up a meeting with the professor who will be supervising your work assignment. He or she will provide you with specific expectations. Be persistent. Some faculty expects you to make the effort to contact them first rather than vice versa.

To the greatest extent possible, try not to fall behind in completing your required hours of work. If you are serving as an editorial assistant, it is wise to work ahead so that during the stressful last weeks of the semester you will not be attempting too much work.

Q: Can I change my department work assignment?

A: If you strongly desire to change your work assignment, please speak to the Graduate Program Administrator.

### **Choosing an Advisor**

Q: When do I choose my advisor?

A: You should choose an advisor as soon as possible. The advisor will help you navigate your coursework and develop your research. The earlier you decide on an advisor, the better chance you have of creating a successful partnership that will help you throughout your graduate career. You *must* have an advisor by the end of your first semester.

Q: Should I have the same advisor for my primary Comprehensive exam field and my dissertation? Can I change advisors?

A: Most students have the same advisor for their primary Comprehensive exam field and their dissertation, but this is not mandatory. You can change advisors if your research interests are better suited to another professor. Keep in mind that dissertation advisors must be full or associate professors, and all must be tenured (not visiting or lecturer). Be sure that you have a new advisor before you sever your relationship with your original advisor.

Other helpful information: It is advisable to familiarize yourself with your advisor's publications, and possibly also with those of your committee members. To the extent that you did not read some or all of them back when you were choosing to enter to program, you should read at least the major ones by the time of your general examination. Probably the summer after your first year is the best time to meet this goal, since you have a good idea of who you will work with by then, and are not yet swamped by reading for the Comprehensive exam.

### **Grades & Evaluations**

Q: How does the grading system work?

A: At the end of each semester, students receive a letter grade in addition to narrative evaluations. The most commonly given grades are "A," "A-," "B+," and "B." A grade of "B" or lower is generally a sign of below average or unsatisfactory performance. Students do not receive midterm grades, and in many classes, your only graded work will be your final paper. In other words, you may not receive any formal feedback from your professors until the end of the course. Remember that although your final paper typically makes up the most important part of your grade, professors may take other factors into consideration when assessing your performance, including participation in class discussion, intellectual curiosity, capacity for original thought, work ethic, etc.

Q: What about the narrative evaluation?

A: During coursework, all three professors from whom you took classes will be asked to complete an evaluation form for you. After coursework, only your advisor will complete this evaluation form. The evaluation consists of two parts: first, a "check box" portion where professors will mark "Good," "Needs Work," or "Serious Deficiency" in areas such as "Ability to understand a theoretical text," "Writing style, technique, and organization," "Originality," "Initiative," and "Diligence"; second, most professors will add narrative comments on your strengths and weaknesses as a student. While the letter grade you receive is certainly significant, it is also important to consider the professor's overall estimation of your abilities. Think about the areas in which you need work and consider meeting with the professor to discuss ways of improving your work.

Q: Do I have a chance to get additional information about my evaluations?

A: Yes, discuss them with your professors or request an appointment with the Director of Graduate Studies. The most important thing to remember throughout the evaluation process is that the Graduate Committee is always looking for improvement. Your first semester is like a baseline grade as you adjust to graduate school, and the committee wants to see *consistent* improvement from then on. Be aware of the areas where you need improvement (writing style, class participation, etc.), and conscientiously work to improve. Make sure to listen carefully and take seriously any recommendations made by the committee. Consecutive semesters of unsatisfactory performance evaluations will jeopardize your status in the program.

### **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. You may take it earlier if you wish, or later, but taking the language exam later must be part of the Comprehensive exam plan normally submitted at the end of the second semester. Non-Americanist historians are normally required to take two foreign language exams (because the requirement for the PhD is reading competence in one foreign language beyond the chief language of research). No student may take the Comprehensive examination without passing all language exam(s).

Q: Are there any resources available to help me prepare for the language exam?

A: Intensive language courses are available on campus at the CLIC and students are expected to take advantage of these courses if applicable. Auditing is perfectly acceptable; please discuss with your advisor before registering for a language course for a grade.

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 2 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 Coordinator will arrange grading and notify you when the grade is ready.

### **Coursework & Field Selection**

Q: What are the first things I need to do once my first semester starts?

A: Plan your time carefully. Understand the expectations in each course. Recognize that graduate level work is more intense than undergraduate work. Get to know the library. Maintain communication with your professors outside of class to assess whether your class participation is adequate and if they have suggestions for improvement over the course of the semester.

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. If your advisor is on leave during one of your years of course work or if he or she is not offering a sufficient number of seminars, you may want to construct a directed readings course or take a course within the field with a different professor. Individual professors decide the amount of coursework required for the fields in which they offer exams.

Q: How many graduate reading seminars should I take? How many graduate research seminars?

A: Students must take at least eight total graduate seminars over their two years of course work, two of which should be graduate research seminars. A graduate research seminar requires the use of primary sources. Please ask the Graduate Program Administrator if you do

not know if a seminar is intended to be research or reading. Some are offered as both. If at all possible at least one of your graduate research seminars should be in your primary field.

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 outside Rice?

Yes. Rice has a co-operative exchange with the University of Houston. The first step is to consult with your advisor, then see the Registrar's website for information about the administrative steps necessary. You will need to petition the Graduate Committee for approval if the outside course is part of an outside field.

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

A: The first step to taking a course for credit outside Rice is to discuss your options with your advisor. If your advisor approves, then go to the Registrar's website for information about the administrative steps necessary. You will need to petition the Graduate Committee for approval if the outside course is part of an outside field.

If you have no outside fields, you do not need to petition the Graduate Committee to take a course at the University of Houston. However, if the course is part of an outside field, you will need an outside field petition for the Graduate Committee to review and this petition should probably include a course syllabus.

### **World History as a Third Field**

Q: What courses count as 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.

### **Comprehensive Exams (Three Written Examinations and One Oral Examination)**

Q: How should I prepare for Comprehensive examinations?

A: Meet with your field committee to establish their expectations and the timing of ALL your Comprehensive exams before the end of the second semester. Your preparation for exams truly begins with your coursework and is augmented by additional studying during the summers. In the months immediately prior to the exams, usually the summer after your second year of coursework, you should develop a study system to prepare for exams. This could include taking notes, writing summaries of books, reading book reviews, participating in discussion groups with other students in your field, and writing answers to practice essay questions (that you develop yourself). Some field advisors suggest that you construct a course syllabus with your assigned readings to help yourself organize your thoughts. Seek advice from students who have already passed their exams and try to maintain communication with your field committee as you study. See Part Three for more information.

Some important questions to consider as you study:

- a. The individual arguments of books and their place in the historiography: What are breakthrough works? What different conversations are occurring in the field? What is the chronology of a series of related books or articles?
- b. The State of the Field: Building on (a), how has the field evolved over time? What questions were important at specific moments, and what questions are important now? What flaws or

shortcomings exist within the current scholarship? How do your different fields relate to each other?

c. How will your dissertation engage the existing literature? Related to the previous point, how is your dissertation engaging with current debates in the historiography? What gap will your dissertation fill? How is your own research reflective of your coursework? How does it bring together aspects of different fields?

d. While you are studying, think about how you would write a syllabus for a survey course in the field. Look at other people's syllabi on the web to get an idea of organizing principles, events you may not remember, etc.

### **Dissertation**

Q: When do I set up my dissertation committee?

A: Your dissertation committee will be assembled shortly after the completion of your Comprehensive exams. The Graduate Program Administrator will provide you with the necessary paperwork. Typically, your committee consists of three faculty members: your committee chair (who must be tenured), a second reader from the Rice History Department, and an outside reader from Rice. Your committee chair must be a full-time, tenured professor. Second and outside readers must also be tenured or tenure-track. Adjunct or visiting professors are not permitted to serve. Most commonly the outside reader is a professor from a complementary department: Sociology, English, Economics, etc. In some cases an additional (fourth) outside reader may be included on the dissertation committee and this may be a faculty member from another university. This must be approved by both the Graduate Committee and the Dean of Graduate Studies. Speak to the Graduate Administrator for details. Your committee should consist of individuals who are interested in your work and who have commensurate intellectual interests.

Q: What are the rules for writing a prospectus?

A: HIST 587 will cover this and more.

Q: How long do I have to complete my dissertation?

A: You must complete the dissertation within ten years of matriculating as a full-time graduate student at Rice. This includes all absences, for whatever reason.

Q: Where can I go for funding to travel to conferences or to conduct research?

A: The History Department will try to support your research travel through Department funds, but you should find outside sources of funding as well. There are numerous opportunities to apply for outside grants and fellowships to support your research. Your main resource for this is your advisor, who can direct you to promising opportunities. You should also subscribe to H-Net, ([www.h-net.org/](http://www.h-net.org/)) which has a number of grant and fellowship listings. The Graduate Coordinator will post any information that comes her way on OwlSpace. You can check the bulletin board in the Lounge and the mailroom, as well as professional journals for additional ideas, such as *Perspectives*, the magazine of the American Historical Association. Finally, Rice University provides travel funding through internal fellowships like the Wagoner (for research outside the United States). The Dean of Graduate Studies will make an announcement that will be forwarded to all students about applying for these Rice fellowships. The Humanities Research center offers some opportunities to apply for research funding, as well as offering the Mellon Graduate Research Seminar. Also look into the Center for the Study of Women, Gender and Sexuality certificate program.

### **Helpful Hints & Advice**

The pace of graduate school can be intense, especially during the semesters you spend in coursework, and it often can seem difficult to make time for additional departmental activities. Nonetheless, finding time to attend lectures, meet with visiting scholars, or volunteer on a

committee can greatly enhance the quality of your graduate education and will contribute to your success as a History graduate student here at Rice. The History Department and other related departments on campus (Sociology, English, Anthropology, Art History, Economics, etc.) frequently sponsor lectures and workshops with well-known scholars from universities around the world. Additional opportunities for graduate students include the Houston Area Southern History seminars, the Center for Study of Women, Gender and Sexuality, and the Humanities Research Center. No one can possibly attend *every* function the department offers, but additional scholarly activities, even those that are not directly related to your own academic specialty, are very beneficial.

Graduate students are encouraged to conduct themselves as representatives of Rice; you will be remembered as you progress in your career as a professional historian.

<b>Appendix A</b>	<b>FELLOWSHIPS, FEES, PLACEMENT</b>
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**Fellowships and Fees**

Fellowship stipends and tuition support are normally given for five years.\* These are contingent upon good standing in the program. The History Department expects students to apply for outside fellowships, stipends, and grants whenever possible. Students are responsible for fees covering health center, parking etc., every semester. \*Students who graduate early will not receive the stipend support after graduation.

**Job Possibilities and Placement**

Notices of academic appointments are routinely posted in the Graduate Lounge. Check also the *Chronicle of Higher Education*, the (AHA) *Perspectives*, and other professional association publications. Vacancies in archives and libraries within the Houston area are often found by word of mouth.

<b>Appendix B</b>	<b>AREA RESEARCH FACILITIES</b>
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While there are scores of libraries in the Houston-Galveston area, the following list represents some of the more useful and pertinent institutions. Doctoral candidates may apply for a Houston Area Research Libraries card that allows them to borrow from all area libraries. Other students must borrow books through Interlibrary Loan. It is possible to get a "local messenger form" and pick up a book the same day.

**M.D. Anderson Library**

114 University Libraries, Houston Texas 77204-2000., Tel. 713-743-1050

<http://info.lib.uh.edu/>

The M.D. Anderson Library on the University of Houston campus on Calhoun Boulevard contains a well-maintained collection in excess of 2,000,000 volumes. In addition, it has significant journal and periodical holdings. The library's several special collections emphasize American, Texas, and Western American history.

The University of Houston on Calhoun Boulevard is a 20-30 minute bus ride from the Rice area. (Bus 68 from M.D. Anderson Blvd. in the Medical Center goes to University of Houston campus. Be sure to ask the driver if you are on the right bus. Go to [triplanner.metro.org](http://triplanner.metro.org) for current information about bus and Metro routes.) The University of Houston is close, accessible by car, and parking is adequate. (Please be aware the Metro train stop for University of Houston Downtown does not refer to the Calhoun Boulevard campus.)

### **University of Houston O'Quinn Law Library**

12 Law Library, Houston TX 77204-6054 Tel. 713-743-2300

<http://www.law.uh.edu/Libraries>

The University of Houston's Law Library has a modest general holding and an eclectic but uneven historical collection. The library houses an extensive law journal holding, a nearly complete collection of state supreme court reports, and microfiche copies of state statutes from colonial times. There are also various British court reports, records and briefs for U.S. Supreme Court cases, and a variety of Texas appeals and Supreme Court material.

The University of Houston on Calhoun Boulevard is a 20-30 minute bus ride from the Rice area. (Bus 68 from M.D. Anderson Blvd. in the Medical Center goes to University of Houston campus. Be sure to ask the driver if you are on the right bus. Go to [triplanner.metro.org](http://triplanner.metro.org) for current information about bus and Metro routes.) The University of Houston is close, accessible by car, and parking is adequate. (Please be aware the Metro train stop for University of Houston Downtown does not refer to the Calhoun Boulevard campus.)

### **Harris County Archives**

Criminal Justice Center, 1201 Franklin, 12<sup>th</sup> floor, Houston TX 77002 Tel. 713-755-6890

<http://www.hctx.net/archives/default.aspx>

A good collection of government archives covering many aspects of Houston history. Please call before visiting.

From Rice, it is best to take the Metro from the Hermann Park/Rice U stop (Fannin and Sunset), to the Preston stop. Walk to the Archives (about 4 blocks).

### **Harris County Law Library**

17<sup>th</sup> floor Congress Plaza Building, 1019 Congress (no telephone number on website)

<http://www.co.harris.tx.us/law>



The county law library has a small general collection but contains a variety of old Texas law books, and a special criminal law and law review collection.

From Rice, it is best to take the Metro from the Hermann Park/Rice U stop (Fannin and Sunset), to the Preston stop. Walk to the Law Library.

### **Houston Public Library and the Metropolitan Research Center/Texas Room**

500 McKinney Ave., Tel. 832-393-1313

<http://www.hpl.lib.tx.us/special-collections>

The Houston Public Library maintains a fair amount of general material but its archives and Texas history collection are its most useful features. These mostly regional materials are housed in a building adjacent to the main library known as the Metropolitan Research Center and the Texas Room. Historical holdings include family papers, business records, oral histories, Texas state documents, and extensive city and county materials.

The Houston Public Library and the Metropolitan Research Center are downtown, approximately five blocks off Main Street on McKinney Ave. From Rice, it is best to take the Metro from the Hermann Park/Rice U stop (Fannin and Sunset) to the Main Street Square stop. Walk to the library. If you drive, parking is available underneath the library. Enter the garage from Lamar Street (veer right to go down under the library). Entrance to both the Metropolitan Research Center and Texas Room is through the tiny garden at the corner of Lamar and Smith. Read the website and call before visiting.

### **Houston Academy of Medicine-Texas Medical Center Library**

“Jones Library”

1133 John Freeman Boulevard, Houston, Texas 77030 Tel. 713-795-4200

Although there is some historical material in this primarily technical library, the Harris County Medical Archive and the Rare Book Room/Historical Research Center are this institution's major attractions. The Rare Book collection includes primary medical sources dating from the mid-eighteenth century. The archive features a substantial collection of personal and professional papers, and various materials relating to the history of institutional medicine in Houston.

“Jones Library” is two blocks from Rice. It is across Main and Fannin and behind the University of Texas Medical School.

### **Will Clayton Library**

5300 Caroline, Houston Texas 77004 Tel. 832-393-2600

<http://www.hpl.lib.tx.us/clayton>

Will Clayton is a genealogical research center specializing in Texas sources, but it contains impressive genealogical and local history sources for all regions of the U.S.

This library is about 11 blocks from Rice. If you wish, you can take the northbound Metro from the Hermann Park/Rice U stop (Fannin and Sunset) just one stop to the Museum District stop (Ewing and Binz) and walk approximately three blocks further to the library.

### **Rosenberg Library**

2310 Sealy Ave., Galveston, Texas, 77550-2220 Tel. 409-763-8854

<http://www.rosenberg-library.org/>

The Rosenberg's general collection is rather small, yet this library houses an excellent Historical Research Center and Archive. Although the archive focuses on Galveston County material, it also contains manuscript collections, and records from numerous Texas individuals, institutions, and businesses.

The Rosenberg Library is a forty-five minute car ride from Houston. Interstate 45 South leads directly into Galveston. Bus transport to Galveston is available. However, the bus station in Galveston is more than 15 blocks from the library. At the time of this writing, renting a car would cost somewhat more than a round trip bus ticket but would likely provide considerably more time to conduct research.

### **University of Texas Medical Branch, Moody Medical Library**

301 University Blvd., Galveston, Texas, 77555-1035 Tel. 409-772-2372

<http://library.utmb.edu>

Moody Medical Library has reserved an entire floor for its history of medicine collection and archive. Moody's first-rate collection is strong in both primary and secondary history of medicine materials. Many of the original manuscripts date from the late seventeenth century, and the collections include reprints of many older, hard-to-find works.

The Moody Medical Library is a forty-five minute car ride from Houston. Interstate 45 South leads directly into Galveston. Bus transport to Galveston is available. However, the bus station in Galveston is not within walking distance of the Moody library. At the time of this writing, renting a car would cost somewhat more than a round trip bus ticket and would likely provide considerably more time to conduct research.

<b>Appendix C</b>	<b>HISTORY GRADUATE STUDENT ASSOCIATION</b>
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**Constitution**

**ARTICLE ONE: NAME**

The name of this organization shall be the History Graduate Student Association, herein abbreviated HGSA.

**ARTICLE TWO: PURPOSE**

The HGSA exists as a graduate student group in the History Department of Rice University to provide a formal organization through which to represent History graduate students' concerns to the faculty, university administrators, the Graduate Student Association and the university community, and to provide a learning environment characterized by mutual support and scholarly commitment.

**ARTICLE THREE: MEMBERSHIP**

Membership in this organization shall include all enrolled graduate students in the Department of History at Rice University.

**ARTICLE FOUR: OFFICERS**

Section 1: All executive power shall be vested in the Executive Committee. Members of the Executive Committee shall consist of the President, Secretary-Treasurer, the GSA Representative, and the chairmen of any standing committees. All members of the Executive Committee shall be members of this organization.

Section 2: The Graduate Representative, who shall have passed Comprehensive examinations, shall serve as the President of the HGSA. The President shall determine agendas for all meetings, shall implement and oversee the execution of all programs, ordinances, and directives established by the organization. Furthermore, the President shall preside at general meetings of the organization and at meetings of the Executive Committee; shall serve ex officio on all committees of the group; and shall represent the HGSA on the History Department Graduate Committee and at other university organizations.

Section 3: The Alternate Graduate Representative, who shall have passed Comprehensive examinations, shall serve as the Secretary-Treasurer. The Secretary-Treasurer shall direct the planning and implementation of group-sponsored programs and social events; shall serve in the absence of the President; shall temporarily assume the duties and responsibilities of the President if the President leaves the university during the term of office; shall keep an accurate and current record of the organization's accounts, receipts, and expenditures; shall authorize all group-approved expenditures from the organization's accounts; shall record, publish, and maintain a written account of all meetings of the organization and of the Executive Committee; shall present to the group in regular reports any correspondence and other items of general interest; shall maintain communications with Rice alumni and with other university student

groups; and shall issue, with the approval or at the direction of the organization, letters and other publications.

Section 4: A member of this organization shall be chosen in an annual election to represent the graduate students of the History Department on the Council of the Graduate Student Association of Rice University. The GSA representative shall be a regularly enrolled, full-time graduate student in the department of History.

#### ARTICLE FIVE: MEETINGS

Section 1: The organization shall meet in general business meetings to elect officers at the end of the academic year and to elect a department representative to the Graduate Student Association Council within the three weeks prior to the annual GSA election.

Section 2: The organization shall meet at least twice a semester and at other times for specific purposes as deemed necessary by the President or by a call from at least three other members.

Section 3: A quorum of two-fifths of all currently enrolled members in residence in Houston shall be required for all business meetings.

#### ARTICLE SIX: FACULTY SPONSOR

Section 1: The faculty sponsor shall be a tenured member of the faculty in the Department of History and shall serve a one-year term.

Section 2: The members of the HGSA shall nominate faculty for the position of faculty sponsor before the spring election meeting. The graduate representative shall approach nominees to determine who among them are interested in serving. If no nominees are willing, the graduate representative shall seek out interested faculty members within the department who had not been nominated previously. The names of candidates accepting nomination shall be presented to and voted on by the HGSA membership in the spring election.

Section 3: There shall be no legislative bar on the number of terms a History Department tenured faculty member may serve as faculty sponsor of this organization.

#### ARTICLE SEVEN: BY-LAWS

Section 1: By-laws may be established to facilitate the fair and efficient execution of all policies, ordinances, acts, directives of the organization and the Executive Committee; and to regulate proceedings, elections, and programs of the organization and its offices and committees.

Section 2: By-laws may be proposed by any member of the HGSA in a written recommendation to the Secretary.

Section 3: A proposed change or addition to the By-laws must be published at least one week prior to the meeting in which the proposal is put to a vote. The approval of three-fifths majority of all members present and voting at a general business meeting shall be necessary before a By-laws proposal shall be ratified.

#### ARTICLE EIGHT: CONSTITUTIONAL AMENDMENTS

Section 1: An amendment to this Constitution may be proposed through a majority vote of the Executive Committee or by request from at least five members of the organization.

Section 2: Ratification of an amendment shall require a three-fourths vote of members present and voting in a general business meeting. A proposed amendment must be published at least two weeks prior to the meeting in which the amendment is put to a vote.

#### ARTICLE NINE: RATIFICATION

Section 1: This Constitution shall be ratified by a three-fifths majority vote of all currently enrolled History graduate students present and voting at a general meeting of the organization.

Section 2: This Constitution shall become effective immediately upon ratification.

Ratified on 19 May 1995.

## Acknowledgements

History graduate students decided to write this handbook in 1985. Individuals, however, did the actual writing. Those who began this enterprise were: Adam Arnold, Kenneth DeVille, Patricia Orr, Megan Seaholm, Randy Sparks, and Elizabeth Turner. Since 1985 the people listed below have edited the handbook:

- 1986 Trudy McNair, Steve Alter, Charles Zelden
- 1987 Susan Hult, Elizabeth Turner, Roger Chadwick
- 1988 Matt Taylor
- 1989 Kenneth DeVille, Ginger Frost
- 1990 A. J. Hood, Tom Little, Mat Moten
- 1991 A. J. Hood, Sam Watson, Tom Little
- 1992 assorted folks with the help of Sandy Perez and Nancy Parker
- 1993 Sandy Perez and Lynn Lyerly retyped the handbook because it got trashed from the computer.
- 1994 Patti Bixel with help from Lynn Lyerly, Nancy Parker and Paula Platt
- 1995 Robert S. Shelton, who also made the index and table of contents and put it on a WWW page.
- 1996 Melissa Kean
- 1997 Jim Good with help from Nancy Parker, Paula Platt, and Tanya Dunlap
- 1998 Jim Good
- 1999 Charles Israel and Jim Good, with great assistance from Paula Platt and Verva Densmore
- 1999 Charles Israel and Jim Good, with great assistance from Paula Platt and Verva Densmore
- 2000 Gerd Appelhans with great assistance from Verva Densmore
- 2001 Jason Phillips with the help of Verva Densmore
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