

**Handbook
of
Graduate Studies
in
History

2009-10**

Revised July 2009

University Statement Asserting Respect for Human Diversity

Miami University is a community dedicated to intellectual engagement. Our campuses consist of students, faculty, and staff from a variety of backgrounds and cultures. By living, working, studying, and teaching, we bring our unique viewpoints and life experiences together for the benefit of all. This inclusive learning environment based upon an atmosphere of mutual respect and positive engagement, invites all campus citizens to explore how they think about knowledge, about themselves, and about how they see themselves in relation to others. Our intellectual and social development and daily educational interactions, whether co-curricular or classroom related, are greatly enriched by our acceptance of one another as members of the Miami University community. Through valuing our own diversity and the diversity of others, we seek to learn from one another, foster a sense of shared experience, and commit to making the University the intellectual home of us all.

We recognize that we must uphold and abide by university policies and procedures protecting individual rights and guiding democratic engagement. Any actions disregarding these policies and procedures, particularly those resulting in discrimination, harassment, or bigoted acts, will be challenged swiftly and collectively. All who work, live, study, and teach in the Miami community must be committed to these principles of mutual respect and positive engagement, which are an integral part of Miami's focus, goals, and mission.

Preface

The Department of History at Miami University provides graduate training leading to the Master of Arts (MA). *The Handbook of Graduate Studies in History* describes the rules, procedures, and standards of the department and the Graduate School and is intended for the use of both students and their advisers. It supplements but does not supplant the Graduate School's guidebooks: *The Miami Bulletin, Graduate Edition* and *A Handbook for Graduate Students and Faculty*. The *Graduate School's Handbook* is published annually and contains the latest changes in academic regulations and policies affecting graduate education at Miami. The department's *Handbook* should answer most questions about its graduate programs, but students and faculty should not hesitate to ask for clarification and information from the Director of Graduate Studies (DGS) and other members of the Graduate Studies Committee (GSC).

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PART I: THE ACADEMIC PROGRAM

The Masters of Arts in History

Note: The following requirements are for students who enter the program in the 2006-07 and succeeding academic years. Students who began the program prior to August 2006 should consult the 2005-07 Graduate Bulletin.

Requirements of the M. A. Program

All M. A. students must select a major field of study from the following:

- Origins and History of the United States
- Europe since 1500
- Gender and Comparative Women's History
- World and Comparative History

Course requirements:

M.A. students must complete 36 credit hours beyond the undergraduate degree. These include

- HST 702, Research Seminar (3)
- HST 793, Historical Methods (3)
- HST 794, History and Theories (3)
- Three Readings Colloquia in the History Department (9)
- Three other courses, including one from another department (9). These additional courses may be 500-level courses or other departmental colloquia.

For students selecting World and Comparative History as their major field, HST 760 World History Theories is also required. For students choosing Gender and Comparative Women's History as their major field, one course, whether offered in history or in another department, must treat theoretical issues, either feminist theory or another aspect of gender theory.

Students enrolled in the examination option, must take one 600-series "Studies in History" (Independent Studies) dedicated to examination preparation (3).

Students enrolled in the thesis/project option enroll in nine hours of HST 700, Thesis (9).

Additional requirements:

- Language requirements for M.A. students are determined by faculty in the major field.
- Students must also complete either a thesis or equivalent project with a defense (thesis/project option) or a two-part, written and oral, examination (non-thesis "examination" option).

Faculty Advisor and Student Program

As soon as possible, and preferably by the beginning of the student's first term, the entering student should consult the DGS about the appointment of an advisor, who will be selected on the basis of the student's major field of specialization and the prospective advisor's willingness to serve. The advisor's responsibility is to guide the student through the remainder of her or his graduate program. If the student should later change the field of specialization, a new advisor

will be appointed. With the advisor, the student will prepare a plan for the program (which includes the field or fields of specialization and other requirements).

The Graduate Faculty at Miami is divided into two categories, Level A and Level B, depending on qualifications to supervise graduate students. The chair of the student's committee, who is usually his/her advisor, must have Level A Graduate Standing. Other members of the committee must have at least Level B Standing. Students should speak to the DGS with questions about the current standing of specific faculty.

Students and advisors should plan course schedules to meet departmental requirements, the student's program requirements, and the other needs and interests of the student. The student's "M.A. Program/ Committee Form," which lists field, committee members and thesis/project or examination option, must be submitted to the GSC during the second semester after entering the department. Included on that form is the option (thesis/project or examination) the student has elected to pursue. In consultation with their advisors, students should decide whether the thesis/project option or the examination option best suits their needs. Students should bear in mind that switching from one option to the other may be difficult, and that requirements for one option are not identical to those for the other. Ultimately, it is the student's responsibility to be familiar with the requirements appropriate to each degree program and to ensure that those requirements are met in a timely fashion.

Thesis/project option

The thesis/project option requires that the student produce a substantial thesis/project involving original research. Nine hours of thesis/project credit are required. The department strongly encourages students and their advisors to plan students' schedules so as to allow them to take all nine thesis/project hours in their fourth semester of full-time enrollment and to finish the thesis/project by the end of the fourth semester.

The student, the advisor, and the other two members of the committee will agree on the nature of the final thesis/project. The student will then submit a prospectus on the thesis/ project signed by all members of the committee to the DGS. The proposal must be submitted by the 13th month of the student's enrollment in the program.

The nature of the thesis/project might include any of a variety of substantial forms, such as a thesis, a film or a museum exhibition. The prospectus should be a description of the project and include statements of goal, historiographical significance, theoretical approach, and originality. It must also include a tentative outline, a bibliography (and/or a discussion of the sources available), and a title page that includes the name of the student, and the names and signatures of the advisor and the two other readers. The title page form is available from the department secretary. Excluding the bibliography and title page, the thesis prospectus should be at least 5 pages in length. Copies of recent prospecti are on file in the department office; students are welcome to peruse them.

In general a written thesis/project will involve a minimum of 50 double-spaced typewritten pages or the equivalent. The final examination in this option will consist of a one hour oral defense of the completed thesis/project before the members of the student's committee. In preparing the

thesis, the student should consult *The Chicago Manual of Style and the Guide for Preparing Theses and Dissertations* at the Graduate School website:

(<http://www.units.muohio.edu/gradschool/ThesisGuidelines.pdf>).

Theses must be submitted to the Graduate School electronically, so early consultation of format guidelines is advisable. A semifinal, “working” draft of a student’s thesis/project must be submitted to the student’s committee at least three weeks before the defense. Note that the date set for the defense must also take into account (1) the time needed after the defense to make revisions, and (2) the Graduate School’s rule that theses/projects must be approved by the Graduate School and deposited electronically at least ten working days before graduation.

Examination option

The examination option requires that students take a comprehensive final examination in their field. The examination will be taken in the last six weeks of the semester in which the student completes course work. It will consist of either a three-hour written examination or an equivalent take-home examination, followed by a one-hour oral exam. The exam will be read and conducted by a committee of three faculty members. The advisor will be responsible for writing the questions for the exam, in consultation with the other members. The exam will cover a reading list of at least 50 books or the equivalent in the student’s major field.

Language Requirements

Language requirements vary by field; hours taken for certification in a language may not be applied to the program credit hour requirement. However, advanced courses in a research-relevant language may be taken with the advisor’s approval and may count as “outside the field” Colloquia for the M.A. degree. The language requirement must be completed before the end of the 13th month after entry into the M.A. program.

Competency is usually certified in one of the following ways: by an examination in material within the student’s field conducted by the appropriate language department at Miami or by a faculty member in the history department; by successfully passing the national Graduate School Foreign Language Test with a score of 455 or better; or by completing with a grade of B or better a sequence of intensive 600-level reading courses specifically geared to graduate students. Students should consult the relevant language department about its procedures.

B.A./M.A. Program for Undergraduate Students

Qualified undergraduate students may apply to a combined B.A./M.A. program in history. Sophomore history majors who have completed at least 15 hours of history courses (excluding Advanced Placement credits) with a grade point average in those courses of 3.75 or above may file a preliminary indication of interest with the DGS. The Graduate Record Examination general test should be taken in the fall of the junior year. Formal application to the program must be made by February 1 of the junior year. Students admitted to the B.A./M.A. program will normally meet the following criteria: grade point average of 3.5 or higher, with a GPA of 3.7 or higher in the History major; completion by the beginning of the fall semester of their senior year of 116 undergraduate credit hours or their equivalent; GRE scores in the verbal section of the test of above 500, and in the analytical writing section of 4.5 or above. Students in the combined B.A./M.A. program may apply for assistantships for their fifth year of study, that is, after they have completed the B.A.

Typical M.A. Student's Schedule

COURSEWORK

DEADLINES

Semester I

*793: Historical Methods [3]
(Plus two other courses [6])
(GAs also enroll in 694 [1])*

Semester II

*794: History and Theories [3]
(Plus two other courses [6])
(GAs also enroll in 694 [1])*

Submit Program/Committee form.]

Semester III

*702: Research Seminar [3]
(Plus two other courses [6])
(GAs also enroll in 694[1])*

Thesis proposal form due by end of first month.

Thesis students complete all required courses (other than thesis hours) this term.

Semester IV

*600-series 700: Thesis (9)—thesis/project option or
Studies in History and
other courses—Examination option
(GAs also enroll in 694[1])*

*Thesis/project defense or
Examination*

Courses

Required courses for graduate students.

HST 702: Research Seminar (3)

History 702 gives students an opportunity to research primary and secondary sources in a field of interest and produce either a prospectus or a portion of the final product proposed for the degree. During the course, students work with their advisor as well as with the course instructor on their project. Toward the end of the term, the course instructor, the advisor and the student will meet to review student progress on the course project and toward the degree. This meeting will determine suitability of the chosen topic, identify areas where further work is needed, and assess student preparation to move ahead with the thesis or other project.

HST 793: Historical Methods (3)

Historical Methods introduces graduate students to the discipline of history. In addition to exploring methodological issues, it also seeks to impart basic professional skills and to

introduce students to departmental faculty and fields. As an introductory course, Methods is required of all students during their first semester in the program.

HST 794: History and Theories (3)

History and Theories is intended to stimulate reflection on the intellectual foundations of professional historical practice. Students analyze the practice of history and its theoretical underpinnings as historically conditioned and contested. History and Theories is required, to be taken during the first year of graduate study.

Additional Graduate Courses:

HST 710-series courses: Colloquia

These courses are central to the graduate program, and students are required to take a number of courses drawn from colloquia numbers 710, 720, 760, 770, 780. Readings colloquia are designed to help students to a broader conception of the field through focused reading and writing. Colloquia may include specialized methods, themes, theories, historiography comparative dimensions, and limited research.

Colloquia currently offered are:

- HST 710 American History
- HST 720 European History
- HST 760 World History Theories
- HST 770 Gender and Comparative Women's History
- HST 780 World and Comparative History

HST 500-series courses: variable topics

The department offers a number of courses at a combined 400/500 level. Graduate students enroll at the 500 level, attend classes with undergraduates enrolled in the 400 level course, and work through a more extensive syllabus appropriate to graduate work.

HST 600-series courses: Studies in History

Studies in History (more commonly known as Independent Studies) courses are independent classes arranged to meet specific and particular needs not covered in regularly scheduled courses. When an independent study course is offered, the instructor and student sign a memorandum of agreement, stipulating a reading list and written assignments. For example, students might read five books or the equivalent per credit hour, writing a paper or papers about the reading. (A form for this purpose is available from the department's Graduate Secretary.) This form is due prior to the start of the term for which the course is offered. On behalf of the GSC, the DGS will examine and, if appropriate, approve and initial the memorandum. M.A. students electing the examination option enroll in at least one such course dedicated to preparation for examinations.

Courses in Cognate Fields

Students are required to take one additional course in a cognate field. Students should select appropriate courses in consultation with their advisers. With an advisor's approval, one additional course may be taken in another department, to fulfill one of the Readings Colloquia requirements. Approval for more than two courses outside the department must come from the GSC.

PART II: PROCEDURES

Admission Requirements

Applications are considered in the first months of the calendar year for admission into the program that fall. The deadline for fall admission (including consideration for assistantships) is January 10th. Students not seeking funding may be considered for spring admission by applying during the preceding fall semester. The deadline for such consideration is October 15th.

Information and applications are available on-line at <http://www.miami.muohio.edu/admission/apply/graduate>.

Admission requirements are the following:

1. A bachelor's degree from an accredited college or university.
2. An undergraduate cumulative grade point average of at least 3.0 (of a possible 4.0), with higher grades in undergraduate history courses.
3. Successful record of completion of undergraduate history courses.
4. A two- to three-page personal statement about your field of interest and career objectives.
5. An academic writing sample of 10 to 20 pages, preferably on a historical topic.
6. Scores from the Graduate Record Examination (GRE). The general test is required; the subject test in history is optional. *Those students residing in countries without ready access to the GRE may be able to make alternative arrangements. Contact the DGS for details.*
7. Three letters of recommendation. These should be from faculty who know the applicant's academic work well and should address the aptitude for graduate study in history.
8. Credentials of applicants from other countries must be evaluated by the Office of International Student Services. These students must take the Test of English as a Foreign Language (TOEFL).

Transfer Credit

Up to 10 semester hours in history courses, completed with a grade of B or above, may be transferred from other accredited graduate schools to the M.A. program at Miami with the approval of the Graduate School and the GSC. Credit may not be transferred if five years will have elapsed between the time the course was taken and the projected date of the final examination.

Departmental and University Deadlines

1. The "M.A. Program/Committee" form, listing the major and minor fields and the composition of the committee, must be submitted during the second semester of study.
2. Students with a language requirement as determined by the faculty in the major field must file a certification of competency by the end of 13th month after entry into program. Use the form from the appropriate language department.
3. The Graduate School requires that the final examination or defense take place within five years of first registration.

For students pursuing the **Examination Option**, the written and oral portions of the examination must be completed within ten business days of the end of the term. The written portion of the examination must be distributed to committee members at least ten business days in advance of the oral examination. Upon the successful completion of the examination, the department will file the “Certificate for Awarding the Master’s Degree” form with the Graduate School.

For students pursuing the **Thesis/Project Option**, thesis or project topics and prospecti are due to DGS by the end of the first month of the third semester in the program. Use the “Prospectus for M.A. Thesis” form. The thesis must be completed and defended in an oral examination at least fourteen business days prior to the end of final semester of study. Copies of the thesis are due to committee members ten working days prior to the defense date. Upon successful completion of the defense, the department files the “Certificate for Awarding the Master’s Degree” form. The student must file the thesis electronically at least ten working days before graduation. See Graduate School guidelines for the proper format of the thesis.

Petitions

In consultation with their advisers and the DGS, students may be able to tailor the department’s rules and procedures to fit their individual needs and interests. It is possible in certain cases to petition the GSC to substitute other courses for required ones; see the DGS in advance of any desired substitution.

Students may petition for extensions of time-to-complete-degree, but only for good cause. If approved by the GSC, petitions are then recommended to the University Graduate Council.

Graduate students seeking to replace either HST 793 Historical Methods or HST 794 History and Theories with a graduate course taken at another institution must petition for approval to do so. In addition to a cover memo laying out the case for the equivalence of the courses, the student should submit a syllabus with reading list in support of the petition. Petitions regarding the Historical Methods should be submitted to the DGS before the start of fall term. The DGS will confer with the faculty member teaching the course as well as with the prospective advisor (or other faculty in the field in absence of an advisor). These petitions, if they have the concurrence of the three faculty, can be approved without input from the committee; in cases of divided opinion from the conferees, the committee as a whole will decide the petition. The student petitioner will be notified of the outcome no later than the Friday of the first week of classes. Petitions regarding History and Theories will be considered by the GSC during autumn term for first year students who would be taking the course in the spring.

Graduate Credit Hours

All courses numbered 500 and above count for graduate credit. A full time student may register for a maximum of 16 credit hours and a minimum of 12 each semester. Totals are lower for most award holders, as described in section III below.

Grade Standard

Students must maintain a grade average of 3.0. Courses in which a student earns a grade of B- or lower will not count in fulfillment of core graduate requirements, including colloquia. Courses with C grades or lower will not be applicable to the minimum total credit hour requirements. As a general rule, a student who receives 6 semester hours of C grades will be asked to withdraw from the program.

A departmental rule encourages professors to assign the grade of F to students who take an Incomplete grade and then fail to complete required course work by the end of the 6th week of the following semester. Petitions to waive this deadline must be submitted in ample time to the GSC. Students should be aware that Incompletes that remain uncompleted in a timely fashion jeopardize the standing of current award holders at the time of renewal, and make problematic the applications of current non-award-holding students for new awards. No student with an Incomplete may proceed to the defense of a thesis or dissertation.

Incompletes are figured into the student's grade point average as Fs. As a result, multiple Incompletes are an especially serious problem in that they cause the GPA to fall below the 3.0 required in order to take a graduate degree. If a student's GPA falls below a 3.0 for two consecutive semesters because of Incompletes on the record, the student may not register for additional graduate courses. Exceptions may be made for legitimate reason (e.g., a continuing medical problem of a serious nature), but must be obtained by formal petition to the GSC.

Dismissal

Grounds for dismissal from the graduate programs are: a GPA below the minimum; more than six hours of C grades or lower; cheating, including plagiarism; violation of department or Graduate School deadlines; or proven cases of turpitude affecting professional life (tried before the appropriate University disciplinary board). Students holding stipends must remain in good standing in the program; failure to meet departmental or graduate school deadlines may jeopardize a student's graduate award standing or the possibility of holding a graduate award in the future.

Plagiarism

Use of someone else's words as if they were one's own is plagiarism. The minimum penalty for plagiarism is a failing grade for the paper or examination. Other penalties that may be imposed are failure for the course and dismissal from the program.

PART III: ASSISTANTSHIPS AND OTHER SOURCES OF FUNDING

Assistantships

Terms

Normally, the department may support students for a maximum of two years.

Current students in the History Department who wish to be considered for an award or for renewal must apply to the GSC and support the application with letters from three professors by

January 15th. Letters must come from the student's adviser as well as (where appropriate) the faculty member under whose supervision the student has most recently taught. A standard recommendation form for current students is available in the department office.

Awards and Duties

Graduate Assistantships pay a stipend and include a remission of the instructional fee and out-of-state tuition and partial remission of the general fee for the regular school year. Required are 20 hours a week, assisting faculty in instruction or research. No duties are required in the summer terms.

Library Assistantships for History Students. It may be possible to arrange for history graduate students interested in gaining archival work experience to hold an assistantship through the University Libraries in the University Archives or the Archives of the Western College for Women. In addition, students entering the M.A. program in history who already hold the Master of Library Science degree are eligible for an assistantship in the University Library system.

Summer Graduate Scholarships are available only to those students who were regular graduate award holders during the preceding academic year. In addition students must meet a number of academic requirements and have registered on time throughout the year. Summer Graduate Scholarships pay a stipend and include remission of all fees except a part of the general fee.

Eligible graduate award holders in the Department of History will be recommended for summer funding when, in the assessment of the Director of Graduate Studies working in consultation with their advisor, the individual is making adequate progress on the thesis topic. By June 15th, the DGS will make the formal recommendation for summer funding to the Graduate School.

In addition to awards through the History Department, a number of other assistantships are available through the university. Students may be able to work in the library or the residence halls. Library Assistantships pay a stipend and include a remission of all fees except a part of the student services fee. Those interested should write the Directory of Libraries. Personnel Assistantships pay a stipend, room and board, and include a remission of all fees except a part of the student services fee in return for part-time employment as an assistant first-year student adviser in a residence hall. Those interested should write to the Office of Residence Life.

Guidelines for Graduate Students on Stipend

These guidelines were passed by the faculty of the Department of History in 1997 and are meant to be guidelines only, not contractual in nature. They describe the typical duties of Graduate Assistants (GAs) in the department.

Weekly work load should average 20 hours over the course of the semester. Those with instructional duties are responsible for abiding by the rules and regulations of Miami University, including the "Good Teaching Practices" listed in the *Student Handbook* (Chapter 7, Academic Responsibility and Academic Grievance Policy, Section 1.7.A.1).

An assistant who feels that he or she is being asked to do any inappropriate task or tasks which take more time than the average of 20 hours per week over the course of the semester should under most circumstances speak with the supervising faculty and/or the DGS. If a satisfactory solution cannot be found, the student should employ the department's grievance procedure.

When teaching sections of a survey, duties include:

- Responsibility for two discussion sections of the same survey.
- Responsibility for grading exams and other written work in the manner directed by the faculty supervisor and within a reasonable time (optimally one week).
- Attend all lectures and meetings.
- Schedule at least one hour of office hours plus be available to students by appointment within reasonable limits.
- Draw up a syllabus for the sections. These will vary by the design of the class and the instruction of the supervising faculty, but should include contact information (office hours, e-mail, phone), the grading policy (possibly a breakdown of grades), and details of assignments unique to each section. This syllabus supplements the main course syllabus.
- Prepare the lecture room (set the lights, close the window shutters, move overheads or lecterns, prepare microphones) and run equipment, if requested to do so.
- The supervising faculty member is responsible for the design and the content of the lecture portion of the class. Advanced students may be offered the opportunity to give an occasional lecture to the main class, no more than two in a semester.
- The supervising faculty may allow the assistant to help design assignments, choose readings, and discussion material.

When serving as a grader, duties include:

- Grade all work within a timely fashion (optimally one week).
- Attend all lectures and meetings. Graders may be asked to help prepare the lecture room (set the lights, close the window shutters, move overheads or lecterns, prepare microphones) and run equipment.
- Hold office hours and review sessions to help students prepare for exams as instructed by the faculty member teaching the course.
- Advanced students may be asked to give an occasional lecture, no more than two in a semester. This cannot be a mandatory assignment.

When serving as a research assistant, duties include:

- Assist one or more faculty members with research, either for the semester or for specific tasks, as assigned by the DGS.
- Tasks will vary but, like the discussion section leader and grader, work load should average out to 20 hours per week over the course of the semester.

Procedure for appealing grades assigned by graduate assistants:

If a student wishes to challenge a grade given by the graduate assistant and first approaches the faculty member, the faculty member should encourage the student to meet with the graduate assistant in an attempt to resolve the issue. If the student is dissatisfied with the results, he or she may ask the supervising faculty member to review the grade. The faculty member should discuss the grading with the graduate student before recommending any change. The guidelines

in this section are meant to be in addition to, not instead of, the formal and informal grievance procedures of the Department of History and Miami University.

Standard Practice for Faculty Supervising Graduate Teachers:

- Faculty are responsible for the content, the design of their class.
- Faculty should meet with the team before the semester to discuss expectations for the sections.
- Faculty should review discussion syllabi with an eye to general standards across sections and that they meet the criteria stated in Good Teaching Practices.
- Faculty should observe sections and write evaluations of graduate students' work for their files.
- Faculty should have regular meetings of the team to discuss the connection of the lectures to that week's discussion, discuss problems and successes of the previous week's discussions, and to plan weekly goals.

Credit Hour, Work Hour, and Enrollment Requirements and Limits

Recipients of Graduate Assistantships are expected to register for a minimum of 10 hours per semester and a maximum of 14. Ten hours are recommended. Summer aid recipients are expected to enroll for at least 3 hours in the summer. Graduate School guidelines stipulate that Graduate Assistants can be expected to work at assisting for 18 to 20 hours per week. Graduate Assistants are also required to enroll in HST 840 (College Teaching of History Surveys), which is offered each year during the week before the Fall semester begins, and in HST 694 (Methods in Teaching History) during each semester.

Overload Employment

“Overload” work and teaching includes work and teaching for colleges and universities and employers other than Miami University, as well as work in the library system. Graduate Assistants interested in overload work and teaching must ask the permission of their advisers, who will consult with the DGS and the department Chair to approve or disapprove the request. If approved at the departmental level, the request is then forwarded to the Dean of the Graduate School, who must also approve. Among the criteria considered: the ability of the student to carry out duties in the department's program; the ability of the student to make progress in the degree program; and the graduate status of the student.

Additional Funding available to Graduate Students

Departmental funds

The department and Graduate School provide funds to support graduate education. The department maintains a fund to help graduate students attend conferences or travel for their research. Applications are accepted for use of these funds twice a year, once in autumn and once in spring semester. To apply submit a letter to the DGS explaining the purpose of the travel, how it relates to the degree program and a projected budget. The DGS will take the request to the department Graduate Studies Committee. Deadlines for departmental funding requests are September 15th and February 15th.

Funds from the department for travel do not normally exceed: \$150 for local or graduate student conference presentation; \$300 for other conference presentations in the U.S.; \$500 for international conference presentation; \$150 for local research; \$300 for research elsewhere in the U.S.; \$500 for research outside the U.S. Money is not generally available to attend (rather than present at) conferences.

Once the department has approved your application, the Graduate School has other monies that you may draw upon to supplement monies given by the department.

Graduate Student Association Travel Fund

The Graduate School and the G.S.A. Travel Assistance Fund may offer an additional source of support, up to \$250, for graduate student presentations at meetings, conventions, conferences and workshops sponsored by professional organizations. Applications will be considered October 1, March 1, and June 1 of each year. Students can make one travel request per allocation time period; the first travel request during an academic year will be given priority over second and third requests. Students must show proof that their paper, poster or panel has been accepted for presentation or that the presentation was given. The application must include an estimated budget.

Applications will be reviewed by the Student Financial Assistance Committee and two members of the Graduate Student Association. They will simultaneously be considered for funding by the Graduate School Travel Fund and by the Graduate Student Association. The Graduate School will transfer these funds to the History Department; reimbursement will be processed through the department.

The application form is available from the Graduate School office or on the MyMiami website (Web Page Index, Graduate School Forms, Graduate School Travel Fund Guidelines and Application).

Graduate Student Achievement Fund

The Graduate School Council provides awards of up to \$300 for “significant achievement in research and creative activity by graduate students.” The awards are made on a competitive basis to recognize achievement external to the university, such as presentation of a paper at a regional or national conference with a formal review process. Application deadlines are early November and early March.

Eligibility and submission guidelines and an application form are available from the Graduate School, 102 Roudebush Hall.

Graduate School Research Support

The Graduate School funds expenses associated with research for a master’s thesis. There is no application form, but students should submit a brief description of the project, an explanation of why the funds are necessary, and a tentative budget. Requests must be endorsed by the DGS or the department chair. Deadlines are early November and early April.

More information is published in the *Miami Bulletin: A Handbook for Graduate Students and Faculty*, also online at http://www.units.muohio.edu/oars/funding_opps/grad/text/index.php

Center for the Enhancement of Learning and Teaching (CELT)

CELT and the Graduate School provide small grants for graduate award-holders to develop individual teaching skills and to supplement department support for seminars on teaching. Grants are intended to fund modest projects designed to increase graduate student teaching effectiveness and their students' learning. Examples include travel support for first-time attendance at a teaching conference; purchase of experimental software for a course or lab; or hosting an off-campus expert to conduct a pedagogy seminar. Proposals are due October 1, February 15, and April 15; urgent requests may be submitted any time.

More information is available from the CELT office and on line at www.muohio.edu/celt/.

Grant-in-Aid

Grants-in-Aid include remission of all fees except the student services fee but award no cash stipend. No services are required. Apply to the Dean of the Graduate School.

PART IV: ADMINISTRATION

Graduate Studies Committee

The program is administered by the Director of Graduate Studies (DGS), who chairs the Graduate Studies Committee (GSC) and implements the policies adopted by the History Department, the GSC, and the Graduate School. The Chair in consultation with the Advisory Committee appoints faculty to serve of the GSC; faculty on the committee are drawn from the four graduate fields. Two graduate student representatives also serve on the committee. The resident graduate students elect these representatives at the start of each academic year. The graduate student representatives also attend meetings of the Graduate Student Association.

The DGS

- Convenes meetings of the GSC
- Supervises students pursuing graduate degrees of the department.
- Approves and registers topics or subjects of all M.A. theses.
- Reports to the department at least once each semester at a regularly scheduled department meeting.

The GSC

- Meets when necessary to consider matters that fall under its charge; meetings are to be preceded by an agenda and minutes filed.
- Drafts and recommends to the department (or that part of the department designated by the Graduate School) rules, regulations, and procedures for the graduate program.
- Passes on all graduate level courses and recommends course and curriculum programs and requirements to the department.
- Has charge of graduate student recruitment.

- Screens applications for admission to graduate study.
- Receives applications for graduate assistantships, scholarships, and other grants and appointments to assist graduate students in history, and selects and recommends the recipients of such grants and appointments to the department chair.
- Has charge of the Departmental placement program.

THE GRADUATE FACULTY

Elena Albarrán, Ph.D., University of Arizona, 2008, Assistant Professor; joint appointment with Latin American Studies

Revolution and social movement in Latin America
World childhoods

Sheldon Anderson, Ph.D., University of Minnesota, 1989, Professor; joint appointment with International Studies

Cold War
Modern Eastern Europe
Sports history

P. Renée Baernstein, Ph.D., Harvard University, 1993, Associate Professor

Early Modern Italy

Andrew Cayton, Ph.D., Brown University, 1981, University Distinguished Professor

North America and British Empire, 1700-1850

Mary Kupiec Cayton, Ph.D., Brown University, 1981, Professor, Department Chair; joint appointment with American Studies

U.S. cultural and intellectual
Religion in the U.S.
History of print

Daniel Cobb, Ph.D., University of Oklahoma, 2003, Assistant Professor

American Indian history
20th Century United States

Wietse De Boer, Ph.D., Rotterdam University, 1994, Associate Professor, Director of Graduate Studies

Early Modern Europe

Nishani Frazier, Ph.D., Columbia University, 2008, Assistant Professor

African-American history
U.S. in the 1960s

Mary E. Frederickson, Ph.D., University of North Carolina, Chapel Hill, 1981, Associate Professor (on leave 2009-10 academic year)

U.S. women's, labor, and social history

Charlotte Newman Goldy, Ph.D., SUNY, Binghamton, 1978, Associate Professor

Medieval Europe
Social and women's history
Jewish Studies

Matthew S. Gordon, Ph.D., Columbia University, 1993, Associate Professor
Middle East and Islam
Pre-modern world history

Kimberly Hamlin, Ph.D., University of Texas at Austin, 2007, Assistant Professor; joint appointment with American Studies (on leave First Semester 2009-10)
American Studies
Gender
Science

Erik Jensen, Ph.D., University of Wisconsin-Madison, 2003, Assistant Professor
Modern Europe
20th century Germany
Gender and sport

Amanda McVety, Ph.D., UCLA, 2006, Assistant Professor
U.S. foreign policy

Stephen Norris, Ph.D., University of Virginia, 2002, Associate Professor
Russian cultural history since 1800
Nationalism
Visual history

Osaak Olumwullah, Ph.D., Rice University, 1995, Associate Professor
African history
Environmental history

Kevin Osterloh, Ph.D., Princeton University, 2007, Assistant Professor (on leave 2009-10 academic year)
Ancient History
Jewish Studies
Classical Mediterranean

Yihong Pan, Ph.D., University of British Columbia, 1990, Professor (on leave First Semester 2009-10)
Tang history
China's Cultural Revolution

Carla Gardina Pestana, Ph.D., UCLA 1987, W.E. Smith Professor of History (on leave 2010 calendar year)
17th and 18th century Atlantic World

Daniel Prior, Ph.D. Indiana University, 2002, Assistant Professor and Executive Director,
Central Eurasian Studies Association (on leave 2009-10 academic year)

Inner Asian history
Nomadic culture

Tatiana Seijas, Ph.D., Yale University, 2008, Assistant Professor

Colonial Mexico
Early Modern Latin America

Marguerite S. Shaffer, Ph.D., Harvard University, 1994, Associate Professor (will teach on
Luxembourg Campus in 2009-10 academic year)

Public culture
Environmental history

Robert W. Thurston, Ph.D., University of Michigan, 1980, Philip R. Shriver Professor

Coffee
Mass persecution
Russia

Allan M. Winkler, Ph.D., Yale University, 1974, University Distinguished Professor
20th century U.S.