



University of Idaho

Department of History

Graduate Student Handbook

Revised 2022

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Introduction

The Department of History at the University of Idaho currently consists of faculty members covering fields in American History, Pre-Modern Europe, and Latin America. Our faculty offer thematic expertise in visual and material culture, gender and sexuality studies, critical race studies, environmental history, legal history, and cultural history.

Our award-winning faculty members work with students seeking graduate degrees to prepare for careers in public history, teaching, diplomatic service, and academia. Students work closely with their major professors to create a course of study that helps students develop research skills, deepen content knowledge, gain familiarity with diverse historiographies, and communicate their ideas effectively. We offer a limited number of Teaching Assistantships to work with faculty members in teaching and grading, offering crucial experience in working with undergraduate students.

Welcome Message from Dr. Rebecca Scofield, the Chair:

As Chair of the Department of History, it is my pleasure to welcome you to the Graduate Program of the Department of History.

Our MA and PhD degrees are each designed to develop students' research and analytical skills to deepen their content knowledge through the study and curation of primary sources. We provide students with broad and diverse skills and experiences, training not only researchers and teachers but also thinkers who can take on responsibilities in almost any field, from law to public policy. Research is a primary foundation of the professional development of a historian, but it is not the only one. The ability to construct thoughtful arguments and conduct productive debates is equally important. Our students learn the art of the historical narrative, the ability to engage with intellectual concepts, and the necessity of communicating with diverse publics.

We are particularly proud of our graduate students, both current and past. Melissa Courtnage (MA), for example, now teaches at the College of the Redwoods. Jeff Meyer (Ph.D.) is at the University of Alaska, Anchorage, while many of our graduates work for the University of Idaho.

They and our current students come from a range of backgrounds. Some have gone directly from earning their BA or BS degree into the MA course of study. Others are returning to school after a few or after many years as teachers, grocery clerks, graphic designers, and even lawyers. Some come from Northern Idaho, others from Georgia or Arizona. Some have come to us from cities such as Seattle and Missoula, while others from rural towns such as Kellogg. Our graduate students are from diverse social, political, religious, economic, gender, and racial backgrounds and identities. Each brings with them their unique perspective, enriching our conversations, our research, and our students.

Each faces the same challenges from the first day of our program. This handbook represents one resource, but there are others. Among the most important are a student's major professor, the departmental Graduate Committee and CLASS Administrative and Fiscal Services, who handle all the logistical details (classafs@uidaho.edu). But the first stop mandated by the College of Graduate Studies (COGS) is the required training and orientation sessions which open a graduate student's first semester. COGS also points graduate students to valuable professional developments. A student's major professor, the departmental Graduate Committee and COGS provides information, opportunities, and support that are the foundation of the graduate experience in History at the University of Idaho.

This handbook is constructed to provide you with valuable reference information that you can consult at any stage of your graduate career.

Program Overview

The Department of History offers an MA and a PhD degree. Major fields for the MA include early and modern American history, Latin America, the Atlantic World, and Pre-modern Europe. Students are encouraged to limit their major fields for the PhD to US history. In addition, we also offer the doctoral program in Historical Archaeology in collaboration with the Department of Sociology and Anthropology that entails coursework in both history and anthropology and working with faculty in both departments.

The PhD degree aims to prepare students for academic careers as scholars and teachers as well as for professional opportunities in research and policy analysis. The MA degree serves several purposes. It is a steppingstone to the doctorate; it is a qualifying degree for secondary-school teaching; and it prepares students to work in archives, libraries, museums, research institutes, and the public sector.

For students who are considering the graduate program in history, it is essential to consider who could serve as your major professor, and with their guidance, develop a study plan. While course work will be more generally aimed at developing skill sets, specific research projects will need to be focused and contribute significantly to scholarship in the wider field. Accordingly, the history graduate program intends to train qualified professionals equipped with global, transnational and comparative approaches to the study of history of our increasingly interconnected world.

To achieve this goal, the History Department has made efforts to expand graduate curricula to include seminar, colloquium, or/and special subject courses. Occasionally, the department invites nationally or internationally known scholars to have special presentation in speaker series. In addition, students have the opportunity to engage in workshops and [professional development activities](#) sponsored by the College of Graduate Studies.

Program Components / Degree Plan Options / Degree Requirements

The Master's Program

The MA program is intended to provide students with research skills and experience, to develop greater depth of knowledge, and to enhance professional opportunities. Master's students may choose either a thesis or a non-thesis option. The thesis option is ideal for students who desire to pursue in depth an original research project of substantial length. A non-thesis option is available for students if, after consultation with the major professor, it seems to meet the circumstances. In either option, students deepen their knowledge and skills in historical research, thinking, and writing through their coursework.

The Department of History offers a wide range of historical expertise, both geographic and topical/methodological. Graduate students may find mentoring in various geographic and chronological areas (the United States, Ancient Greece and Rome, medieval Europe, modern Latin America, modern East Asia) and thematic areas (e.g., gender history, material and visual culture, history of the American West, comparative/global history). Because faculty change periodically and earn sabbaticals and other leaves, it is the responsibility of graduate students to inquire with faculty to determine if the field(s) they intend to study is available and if the faculty member is willing to serve on the committee.

Undergraduate Preparation

The ideal preparation for graduate study in History is a BA or BS in History from an accredited institution. The department, at its discretion, may accept applicants with a BA or BS in a related field (e.g. Political Science, Philosophy, English, or Anthropology) or with commensurate professional experience.

Admission to the Program

Students apply through the College of Graduate Studies Graduate Admissions Office which will send the application to the Department of History for review. The department will then send the decision back to the College of Graduate Studies.

A candidate for admission must have a minimum grade point average of 3.0 to be considered for admission.

Additionally, the application packet must include the following items to be sent to Graduate Admissions:

- A statement of purpose which outlines the proposed field(s) of study, the faculty member(s) they would like to work with, their goal for working toward an MA, and the applicant's reasons for seeking admission to the program.
- Three recent letters of recommendation.
- A sample of written work, preferably from a prior history course.
- A one to two-page curriculum vita/resume.
- College transcripts.
- Test of English as a Foreign Language (TOEFL): Applicants whose native language is not English, must achieve a minimum score of 99 on the TOEFL to be considered for admission.

Study Plans

Both master's and doctoral students need to submit a study plan to account for all the required credits to complete degrees. This study plan should be made in consultation with their major professor. The Graduate College has prepared a handout for how to [Submit a Study Plan](#). There are further [instructions for study plans](#) on the COGS website.

MA Course of Study

The MA Program has two tracks, a thesis and a non-thesis option. Their credit requirements break down as follows:

Thesis Option (30 credits):

- 6 credits in Seminars (501)
- 6 credits in Colloquia (514, 522, 544)
 - In lieu one of these courses, you can take HIST 590 Issues and Methods in History, when offered.
- At least 21 credits in graduate-level (500) history courses, including those noted above. These credits can include Special Topics (504) courses and Directed Study (502).*
- Up to 6 credits of relevant courses at the 400 or 500 level
- Up to 6 credits of HIST 500 Master's Research and Thesis

*Students must obtain permission from their major professor to register for HIST 502 Directed Study credits and can take up to 9 credits.

Non-Thesis Option (36 credits):

- 6 credits in Seminars (501)
- 6 credits in Colloquia (544, 522, 514)
- 3 credits in HIST 599: Research
- At least 27 credits in graduate-level courses, including those noted above. These credits can include HIST 590 Methods in History, Special Topics (504) courses, and Directed Study (502).* Up to 6 of those 27 credits can be courses at the 400 or 500 level.

*Students must obtain permission from their major professor to register for HIST 502 Directed Study credits and can take up to 9 credits.

MA Program Requirements

MA students are expected to maintain a minimum 3.0 GPA for all courses. Full-time MA students are expected to complete all requirements for the MA, including the thesis or examinations, within three years (six regular semesters) of their acceptance into the program, although two years (four semesters) is preferred. Students may petition the department for either one semester or a maximum one-year extension. Exceptions may be made for medical or other extenuating circumstances at the discretion of the department. Departmental financial assistance is awarded for a maximum of two years (four semesters). Failure to complete the degree requirement in the allotted time will mean immediate and permanent termination from the program.

MA Thesis

An acceptable master's thesis should be a piece of original, well-researched scholarship with a clear argument and analysis supported by historical evidence. It should demonstrate a sufficient mastery of both primary and secondary source material, as well as coherent prose and well-reasoned arguments. It must be written under the direction of the major professor. A master's thesis is generally 40-80 pages in length (roughly 12,000 – 25,000 words), not including the bibliography.

See below for more information on thesis proposals and defenses.

MA Exams – Non-Thesis Option

Before a student may schedule their exam, they must submit a revised seminar paper from one of their 500-level courses to their major professor. The revised seminar paper must be roughly 6,000 to 9,000 words in length (more information below). Once the committee approves the revised seminar paper, the student may schedule their exams.

Students doing the non-thesis option will need to complete three field exams in order to earn their degree. An MA exam allows a student to demonstrate their knowledge and mastery of historical content and the historiography and major scholarly debates of each of their chosen fields. Students will receive a reading list of at least forty books in each field, with significant articles also incorporated. Exams must be requested through COGS and are scheduled in consultation with the student's major professor. Exams will be a maximum of 2 and a half hours with breaks. Each exam will consist of two to four questions and may be written by hand or on a computer. Notes are allowed.

If a student fails one or more of their MA exams, they must wait at least two weeks before they can schedule a re-examination. This timeline should be taken into consideration when scheduling initial exams so that the student has enough time in their final semester to complete their exams successfully.

Fields of Study (for MA non-thesis option exams)

As of 2022, the Department of History at the University of Idaho offers the following fields of study for exams at the MA level. Faculty offering these fields keep an annually updated bibliography available for students to use in preparing for their exams.

- Ancient Mediterranean World
- Medieval European History
- Latin American History
- Modern Asian History
- United States History I (up to 1877)
- United States History II (since 1877)

Revised Seminar Paper

In addition to the comprehensive exam, students in the non-thesis option must submit to their committee a revised seminar paper. This paper should be roughly 20 – 30 pages (6,000 – 9,000 words) and be based on primary research to demonstrate a mastery of historical research skills. It is expected that the paper should be revised after its submission to a class. The committee should receive this paper and judge it an acceptable example of historical research before administering the exams. It is the students' responsibility to secure the committee's approval of the revised paper before scheduling the exam.

Language or Skill Requirements

Depending on a student's choice of research field, they may be required to demonstrate sufficient mastery in a relevant foreign language or technical skill through an exam. Examples of technical skill may include GIS, cartography, or competency in a particular research database. The student's committee will determine whether a language or skill is necessary. If the language is not available at the University of Idaho, the student may need to find an online summer program. Students whose committee determines they need to demonstrate facility with a particular language or skill will need to schedule and pass their competency exam before they can either schedule exams or defend their thesis/dissertation.

The Doctor of Philosophy (PhD) Program (History Track)

Preparation for the PhD is more than the completion of courses, assignments, and research, or the accumulation of credit hours. Preparation leads the candidate toward a level of proficiency that qualifies the student to make a notable contribution to scholarship in their field and post-secondary education. The fully prepared candidate demonstrates mastery of historical materials, an ability to coordinate information, a capacity for critical analysis of issues and data, effectiveness in conducting independent research, and skill in expressing ideas orally and in writing.

The department currently encourages that major fields be conducted in US History, but students can complete secondary fields in Latin America, Pre-modern Europe, or a thematic field.

Students contemplating entrance into the PhD program should study carefully the information set out in the current UI College of Graduate Studies Catalog. The information below expands on the [“Steps to Completing a Doctoral Degree.”](#)

Admission to the Program

Students apply through the College of Graduate Studies Admissions. Applications are then sent to the Department of History for review. Basic requirements for admission are the same as those for the MA program. In addition, all applicants must have completed a Master of Arts degree in history or an acceptable related discipline.

Persons enrolled in the department's MA program who wish to enter the PhD program should consult with their major professor and other faculty of the department before applying. Entrance into the PhD program from the MA program is never automatic. The student must submit a new statement of purpose, supply all necessary transcript documentation, and new letters of recommendation. Finally, if the student's application is accepted by the department and they complete their MA degree, the student must then complete and file a "Change of Curriculum" form to the College of Graduate Studies (COGS). Upon a favorable recommendation from COGS and the department, the student becomes a formal applicant for the PhD degree.

A PhD applicant must have a minimum grade point average of 3.5 in their MA program to be considered for PhD admission.

Additionally, the application packet must include the following items to be sent to Graduate Admissions:

- Three letters of recommendation from current or former professors.
- One or more written samples completed for the MA degree.
- A statement of purpose which clearly outlines the proposed field(s) of study, the faculty member(s) they would like to work with, their goal for working toward a PhD, and the applicant's reasons for seeking admission to the program.
- One to two-page curriculum vita/resume.
- MA transcripts.
- Test of English as a Foreign Language (TOEFL): Applicants whose native language is not English and does not have at least two years of graduate studies in the US, must achieve a minimum score of 99 on the TOEFL to be considered for admission.

It is always the personal and ultimate responsibility of the student to meet necessary requirements, obtain, complete and file all necessary forms, and meet all deadlines.

PhD Course of Study

A PhD course of study requires a minimum of 48 credits:

- Up to 9 credits of HIST 600: Dissertation Research (Students may take more than 9, but they will not count toward your 48 credits).
- 30 credits in graduate-level (500) history courses, including any of the following:
 - HIST 501: Graduate Seminar
 - HIST 504: Special Topics
 - HIST 514: Colloquium in American History
 - HIST 522: Colloquium in European History
 - HIST 544: Colloquium in Global History
 - HIST 590: Issues and Methods in History
- Up to 9 credits of HIST 502: Directed Study

- Remaining credits can be in: 500-level courses in related fields; or 400-level history courses, with permission from their major professor.
- Up to 9 credits of HIST 599: Research in preparation for comprehensive exams

Language Requirements

Depending on a student's choice of research field, they may be required to sufficient mastery in a relevant foreign language or technical skill through an exam. Examples of technical skill may include GIS, cartography, or competency in a particular research database. The student's committee will determine whether a language or skill is necessary. If the language is not available at the University of Idaho, the student may need to find an online summer program. Students whose committee determines they need to demonstrate facility with a particular language or skill will need to schedule and pass their competency exam before they can either schedule exams or defend their thesis/dissertation.

PhD Program General Requirements

PhD students are expected to maintain a 3.5 GPA for all courses taken during their course of study.

Students are normally expected to complete all requirements for the PhD degree, including course work, examinations and the dissertation, within five years (ten regular semesters) of their acceptance into the program. Students may petition the department for extension up to ten years (since the date of admission), or the credits they took at UI will begin to expire with each additional year beyond.

Exceptions in course work may be made for medical or other extenuating circumstances at the discretion of the department. PhD students who receive department financial assistance will not be qualified to continue the award beyond the four-year time frame. Failure to complete degree requirement in the time allotted will mean immediate and permanent termination from the program.

Preliminary Examinations

All students in the doctoral program must take and pass a cumulative set of three written examinations and one oral examination. Examinations may never be waived, in whole or in part.

Current major exam fields for the PhD include:

- Ancient Mediterranean World
- Medieval European History
- Latin American History
- Modern Asian History
- United States History I (up to 1877)
- United States History II (since 1877)

Students must select two of these fields. Please note that the department currently suggests that PhD students focus on the history of the United States.

Additionally, students must select one of the following thematic fields for their minor field:

- Visual Culture
- Material Culture
- Gender History
- Environmental History

The time needed to prepare for the examinations will vary from student to student. Most need at least 3-4 semesters of full-time study beyond the MA degree. Prior to taking the examinations, the student must:

- Consult with the members of his/her committee and any other faculty involved in the examinations and provide each with a reading list relevant to their areas/subjects. Each list should detail what the student already has read in each field so that faculty can make appropriate suggestions for further reading. Thus, the student should do this well in advance of actually taking the examinations.
- Before or after the written examinations, but at least a week before the oral examination, the student presents their committee a dissertation proposal. This proposal will be discussed and defended at the oral examination (see below).

Written Examinations

A student will sit for three, three-hour written examinations and one two-hour oral examination over a two-week period to be determined in consultation with their committee. The student determines the examination fields in consultation with his/her committee. Please note that each examination must be administered by a different faculty member. The three written examinations must be taken first. They will each consist of two or three question essay examinations (with choices) in one broad and two more specialized fields of history. The student should expect questions that will reveal a substantive knowledge of chronology, major issues, interpretations, and bibliography. The written examinations are taken over a two-week period. Examinations may be hand-written or on a computer. Notes are allowed.

All members of a student's committee will participate in preparing questions for the examinations, and they alone vote to pass or fail the student's responses to these questions.

The final arbiters of a student's passing or failing an examination(s) are the members of their doctoral committee. A clear majority of the members (three of four, or three of five) must vote in favor for a student to pass the examinations. Minority votes will be noted in the final report submitted to the College of Graduate Studies.

Oral Examinations

A student may not proceed to the oral examination until they have passed all the written examinations. The oral examination must be taken no later than two weeks after the last written examination. It will be, in part, a continuation of the written examinations but will focus on the fields and issues that pertain to the proposed dissertation. The student should expect to defend their dissertation proposal at the oral examination.

At the oral examination, all members of the department may be present, as well as other university faculty, but fellow students, family members, and/or friends of the candidate are not permitted. Immediately upon the conclusion of the oral examination, the members of the committee will discuss and vote on the student's performance. As with the written exams, the final decision as to passing or failing will be made by the committee members.

If a student fails all, some, or any one of the preliminary examinations (written or oral), they may repeat the examination(s) only once. The second attempt may be made no sooner than three months and no later than one year following the first attempt. The student must secure the consent of their committee to present themselves for reexamination.

Failure to pass all of the examinations at the end of the second try will result in immediate termination from the doctoral program.

Advancement to Candidacy

Upon successful completion of the preliminary examination, the student becomes a candidate for the PhD degree. The major professor certifies that all requirements have been met and files the [Advancement to Doctoral Candidacy](#) form. At this stage, the candidate is also commonly known as an ABD (All but Dissertation).

The Doctor of Philosophy (PhD) Program (Historical Archeology Track)

Admission to the Program

Students apply through the College of Graduate Studies Admissions. Applications are then sent to the Department of History and the Department of Culture, Society, and Justice for review. Basic requirements for admission are the same as those for the MA program. In addition, all applicants must have completed a Master of Arts degree in anthropology or an acceptable related discipline. Additionally, students should have 1 season archaeological field work experience, and some demonstrated abilities with historical materials analysis. If students don't have this background, they will be admitted to the anthropology MA program first to acquire these skills.

Persons enrolled in the department's MA program who wish to enter the PhD program should consult with their major professor and other faculty of the department before applying. Entrance into the PhD program from the MA program is never automatic. The student must submit a new statement of purpose, supply all necessary transcript documentation, and new letters of recommendation. Finally, if the student's application is accepted by the department and they complete their MA degree, the student must then complete and file a "Change of Curriculum" form to the College of Graduate Studies (COGS). Upon a favorable recommendation from COGS and the department, the student becomes a formal applicant for the PhD degree.

A PhD applicant must have a minimum grade point average of 3.5 in their MA program to be considered for PhD admission.

Additionally, the application packet must include the following items to be sent to Graduate Admissions:

- Three letters of recommendation from current or former professors.
- One or more written samples completed for the MA degree.
- A statement of purpose which clearly outlines the proposed field(s) of study and the applicant's reasons for seeking admission to the doctoral program.
- One to two-page curriculum vita/resume.
- MA transcripts.
- Test of English as a Foreign Language (TOEFL): Applicants whose native language is not English and does not have at least two years of graduate studies in the US, must achieve a minimum score of 99 on the TOEFL to be considered for admission.

It is always the personal and ultimate responsibility of the student to meet necessary requirements, obtain, complete and file all necessary forms, and meet all deadlines.

PhD Course of Study

A PhD course of study requires a minimum of 48 credits:

- 3 credits in Anth 570: Materiality & Human Cultures
- 3 credits in Anth 530: Archaeological History, Ethics, and Theory
- 6 credits (2 courses) in Anthropology Electives
- 12 credits (4 courses) in History 500 level courses
- 15 credits (5 courses) in in Anthropology/History/Associated Fields determined in consultation with advisor
- Up to 9 credits in Hist 600: Research in Dissertation can be counted

Language Requirements: GIS

In lieu of a language requirement, students are required to gain sufficient mastery in the technical skill of GIS. Students are expected to either a) earn a passing grade in GEOG 475 Intermediate GIS (which has a prerequisite of GEOG 385) or b) complete the requirements of the [GIS certificate program](#). Students who enter a program with a class equivalent to GEOG 475 or a GIS certificate from another institution on their transcript will not need to take additional coursework.

PhD Program General Requirements

PhD students are expected to maintain a 3.5 GPA for all courses taken during their course of study.

Students are normally expected to complete all requirements for the PhD degree, including course work, examinations and the dissertation, within five years (ten regular semesters) of their acceptance into the program. Students may petition the department for extension up to ten years (since the date of admission), or the credits they took at UI will begin to expire with each additional year beyond.

Exceptions in course work may be made for medical or other extenuating circumstances at the discretion of the department. PhD students who receive department financial assistance will not be qualified to continue the award beyond the four-year time frame. Failure to complete degree requirement in the time allotted will mean immediate and permanent termination from the program.

Year 1 & Year 2 Requirements:

In lieu of written preliminary examinations, students in the historical archaeology program are expected to complete the following two requirements by the conclusion of their 4th semester:

1) Prepare, defend, and submit an external grant proposal. Students may choose to apply for a NSF Doctoral Dissertation Improvement Grant, Wenner-Gren Foundation Dissertation Fieldwork Grant, Ford Foundation Dissertation Fellowship, or equivalent. Students are expected to schedule a one-hour formal proposal defense with their committee to discuss the details of the grant and dissertation fieldwork prior to final submission to the granting institution. Students are expected to provide a final draft of the grant proposal to their committee members at least 30 days prior to their proposal meeting. A clear majority of the members (three of four, or three of five) must vote in favor for a student to “pass” the proposal defense.

2) Present original research at a regional or national anthropology or history conference, followed by submission of the final paper manuscript for publication in an academic journal (a regional-level journal

such as JONA would be minimum). Students are expected to consult with their committee chair on a writing and submission schedule.

Advancement to Candidacy

Upon successful completion of the manuscript submission, proposal meeting, and grant submission (though receipt of the grant award is not a required constraint), the student becomes a candidate for the PhD degree. The major professor certifies that all requirements have been met and files the “Advancement to Doctoral Candidacy” form. At this stage, the candidate is also commonly known as an ABD (All but Dissertation).

Year 3 & Year 4 Requirements: Teaching

Students will be the instructor of record for at least one class in history and one class in anthropology.

Year 5 (& Year 6) Requirements: Writing and Dissertation

Students are expected to defend their dissertation at the end of their 5th or 6th year in the program.

Thesis/Dissertation Defense and Final Oral Examination

Proposals

Working with their major professors and committees, graduate students will prepare a proposal for their research—thesis or dissertation. The proposal explains the research question and its significance, as well as a clear discussion of the relevant scholarship and primary source materials. Students should also outline a plan of research, including a schedule and an outline of chapters. The proposal should be presented before May 1 (if the student started in fall) or December 1 (if they started in spring) in their second semester for MA students. The proposal will follow comprehensive exams for PhD students, ideally in their fifth semester. It is standard for a proposal to be between 10 and 20 pages (roughly 3000 – 6000 words). The parts of the proposal include: Narrative Context; Research Question and Its Significance, including a discussion of the Historiography; Discussion of Source Material and Research Plan; a Proposed Chapter Outline; and a thorough Bibliography. Students will present their proposal in public, open to anyone and History faculty and graduate students are especially encouraged to attend.

Theses and Dissertations

The procedures for completing a thesis and dissertation are similar and are considered here together. Completing a thesis or dissertation is about demonstrating a mastery of research skills and meeting standards of academic reasoning and communication. At both the MA and PhD level, students are expected to be doing original research and making a unique contribution to the historical literature. A master’s thesis normally between 40 and 80 pages (approximately 12,000 – 25,000 words), and a PhD dissertation is generally beyond 150 pages (45,000 words or more). (Occasionally, exceptions exist, but they will need to be justified.) If students have published portions of their research, they may be re-used with proper attribution. Co-authored chapters are not standard and will be considered on a case-by-case basis in consultations with the committee.

Defenses

When the major professor and committee believe the thesis or dissertation is ready for the defense, the graduate student will fill out [Request to Proceed with Final Defense](#) form and gather the necessary

signatures to schedule the defense. (Ph.D. students must notify the graduate college of their defense date/time/location at least 10 working days before their scheduled defense).

There are two parts to the scheduled defense. Students will present an overview of their research to the public, emphasizing their contribution to historical knowledge and the central findings of their research. After this presentation and answering any questions from faculty, students, or the public, only the student and their committee attend the second part of the defense. During this latter stage, faculty will question the students' work and determine whether it meets expectations. Three options are available—Pass, Pass with Pending Revisions, and Fail—for faculty votes. If a student fails, they have the opportunity to revise their thesis or dissertation.

Preparing the Manuscript

In preparing their thesis or dissertation, students will rely on the [Thesis and Dissertation Handbook](#) for all questions of requirements and style. Students will need to submit to the Electronic Thesis and Dissertation site as a repository for University of Idaho records. COGS provides explanations and tutorials for [the ETD process](#).

If a student defends at the end of a semester but needs to complete final edits to their thesis before submission and cannot do so within COGS's two-week timeline, they have the option of enrolling in a zero-credit course called GRAD 720: Finishing Status. This has a 25% reduced fee for registration. If a student is still performing significant research using faculty or university resources, they will not qualify for this course and will need to register for the appropriate amount. Note that a zero-credit course will not defer student loans, and international students wishing to remain in the country are not eligible to register for this course. More information on GRAD 720 can be found here: [General Graduate Regulations](#).

Selection of Major Professor

A major professor helps support, advise, and supervise graduate students as they move through their program of study and complete their research. Major professors must be members of the UI Graduate Faculty and be appointed to the Department of History. Students are responsible for identifying and selecting their major professor after consulting with departmental faculty to identify shared interests and a willingness to collaborate.

Deadlines for selecting major professors are:

- Master's student (non-thesis option): end of their first semester;
- Master's student (thesis option): end of their first year; and
- Doctoral student: end of their third semester.

The [Appointment of Major Professor Form](#) is available to make this selection official. Before students have selected a major professor, they will be work with the members of the Department's Graduate Committee for advising.

Major professors collaborate with their graduate students who are ultimately responsible for developing a study plan and scheduling course work that will lead to successful completion of their degree. They assist in selecting and defining appropriate research topics for master's theses or doctoral dissertations, as well as devising manageable timelines. Major professors advise students through their research proposals, provide rigorous feedback on drafts, and guide them through their defenses. For the non-

thesis option for master's students, major professors also ensure students obtain reading lists from faculty and coordinate the exams.

Occasionally, a co-major professor is desirable. The College of Graduate Studies asks for a [Rationale for Co-Major Professors](#) to be filed and approved in this rare circumstance.

If conflicts arise between major professors and graduate students, members of the Departmental Graduate Committee can be consulted to assist in finding a new major professor. Use the same form as above to change major professors officially.

See official College of Graduate Studies [General Guidelines](#)

See further guidance from the College of Graduate Studies on [Choosing Major Professors](#).

Forming the Degree Committee

A committee provides both expertise and breadth in helping graduate students move through their degree programs. Along with the major professor, the graduate committee advises students on their work, especially in preparation for exams or the thesis or dissertation. At times, it is best for some committee members to come from complementary disciplines; this decision will be made in consultation between the major professor and graduate student.

A master's graduate committee—thesis or non-thesis option—consists of three faculty members. For a non-thesis option, all three faculty members will be from the Department of History. For the thesis option, at least two will be from the department, but all three may be. A PhD committee for the History track includes four faculty members, two from History at a minimum. A PhD committee for the Historical Archeology track includes four faculty members, one from Culture, Society, and Justice and one from History at a minimum. At least half the committee must be appointed as Graduate Faculty, and all committee members must have earned the degree being sought. Emeritus faculty may serve on graduate committees, although not as the sole major professor.

Graduate students should use the [Committee Member Appointment or Committee Changes](#) form to create their committees. The committee should be completed by the end of the first year of a master's program and in the third semester of a PhD program. Changes to committees are completed using the same form. Changes can occur at any time and at the discretion of students or faculty, except the period when exams have been scheduled until they have been completed. All changes should be made in consultation with major professors. Conflicts of interests (e.g., funding source outside the university) need to be avoided in constituting committees.

See official College of Graduate Studies [General Guidelines](#).

See further guidance from the College of Graduate Studies on [Committee Members](#).

Academic Performance and Annual Review

Standing

Graduate students remain in good standing with a GPA of 3.0. The University [Academic Standing, Probation, Disqualification, and Reinstatement](#) (sections L-9 through L-11) policies explain the procedures governing students who drop out of good standing. When a student's cumulative GPA drops below 3.0 after any semester or summer session, they will be placed on academic *probation*. When the cumulative GPA rises above 3.0, they will return to good standing. If a student's GPA remains below 3.0 for two consecutive terms, including summer session, they will be *disqualified*. To be *reinstated*, students must not enroll for one semester, obtain the Department of History's approval, and receive COGS' approval. Once reinstated, students must remain in good standing or they will again go on probation and, if it occurs for two consecutive semesters, they will be disqualified. For doctoral students, failing preliminary exams will result in dismissal from the program.

Annual Review

Annually, major professors will formally review graduate students' progress in their research activity, as well as plans for work in the coming year. In the spring, students will be prompted to initiate a meeting and complete the COGS Annual Evaluation report (for [master's students](#) or [Ph.D. students](#)). It is the responsibility of the student to initiate this meeting. Major professors and graduate students both sign the results of the review. The reviews will be filed with the Department Chair and be placed in students' files. Student may respond to the report and include that in their file.

The Annual Review contains three options: continue in the program, receive a warning, or be dismissal.

Warning. Should a warning be given, the student must be informed in writing of the concern, the current program policy, the length of the warning period, and expectations that must be met to be removed from a warning status. The College of Graduate Studies is notified of this action, and an appeal of a recommendation for a warning may be made to the dean of the College of Graduate Studies.

Dismissal. This process may or may not be preceded by a warning period. If dismissal is recommended, the unit's administrator forwards the recommendation and documentation to COGS. The dean of the College of Graduate Studies will review the recommendation for dismissal and, if appropriate, a review committee will convene. The student, the major professor, and the unit's administrator will be allowed to appear before a review committee. The committee will make a recommendation for action to the dean of the COGS who will make the final decision. Dismissal is from the student's degree program and from the College of Graduate Studies.

Appeals. Students may appeal the dean's decision directly to the Graduate Council. No action will appear on the transcript unless the Council recommends it.

In-Progress Grades

In-Progress (IP) grades are assigned for research credits (500 for MA thesis students, 599 for MA non-thesis option students, and 600 for PhD students). On the successful defense of the thesis or dissertation, or completion of the non-thesis examinations, the IP grades will be changed to P.

Incompletes

The University has strict policies on when an [Incomplete Grade](#) may be assigned. On those rare occasions, students have one additional semester, plus Summer Session, to complete their work. So if the Incomplete is for Fall semester, it must be completed by the end of the next Summer Session; if the Incomplete is for the Spring semester, it must be completed by the end of Fall semester. If the work is not completed, the Incomplete will revert to the grade the faculty member assigned at the time of entering the Incomplete.

All policies concerning access and release of students' records must follow FERPA and University guidelines.

Safety and Integrity in Research and Creative Activities

The Department of History expects and requires that integrity and safety be followed in all research and creative activities. Most research done by history graduate students does not require specialized procedures. However, if student research includes living human subjects, review and follow the protocols outlined with the University's [Human Research Protections](#) policies. Students will work with major professors to ensure these policies are understood and implemented.

Additional University research policies and offices include:

- [Responsible Conduct of Research Education](#)
- [Office of Research Assurances](#)
- Policies on Conflicts of Interest ([here](#) and [here](#))

Student Conduct and Conflict Resolution

The department and university are "committed to creating and maintaining a productive living-and-learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship." All faculty and graduate students should be familiar with the University of Idaho's [Student Code of Conduct](#) and the Dean of Students' webpage concerning [Student Conduct](#). Both include important definitions and procedures when disciplinary measures are required, and the Department will follow these standards.

Graduate students and faculty members are expected to work together professionally in graduate committees toward the final completion of the graduate degree. Despite best intentions, conflict can arise. Should a conflict occur between a student and a faculty member in the History Department, the Chair of the department must be informed and involved in the process to investigate the issue and discuss with all involved parties to proceed to a reasonable settlement of the problem. If the Chair is involved in the conflict, an uninvolved member of the Graduate Committee will be informed instead.

Students and faculty can change a graduate committee's composition if that would likely lead to better progress toward the completion of a program of student. If that is not possible, those involved in the conflict ought to spend time with the University Ombuds. Students and faculty members have the right

and opportunity to discuss their concerns with the [Office of the Ombuds](#), which provides a confidential place to work toward a positive and productive working, learning, and living environment. If none of these steps lead to a solution, the Department Chair and an uninvolved member of the Graduate Committee (or two members of the committee if the Chair is involved) will work as mediators or arbitrators to facilitate resolution.

Graduate Assistant Employment Policies

Funding for graduate assistantships varies year to year, but all full-time graduate students who are interested in receiving funding will be considered on a competitive basis. Assistantships for out of state students come with out-of-state tuition waivers.

Teaching assistantships are awarded based on students' academic performance and evaluation on an annual basis for renewal. Graduate students who are appointed as teaching assistants are expected to work 20 hours per week (.5 FTE and 20 hrs/week) while taking at least nine credits as full-time students. Occasionally, graduate students may be appointed as part-time TA (.25 FTE and 10 hrs/week). The primary responsibility of graduate assistants is to help faculty members to grade assignments in undergraduate courses and manage the classroom. Particular duties will be developed under the guidance of the faculty members.

Funded graduate students must attend the TA/RA Training that occurs in both the Fall and Spring semesters by COGS. Additionally, they have to complete a set of [mandatory university training](#) concerning various important issues. Without completing these required trainings, graduate students will not be able to continue as graduate assistants.

Prior to the Fall semester, students will receive a contract specifying that funding is contingent on fulfilling assistantship duties and maintaining successful academic performance in your classes. Failure in either may result in suspension of funding. Passing the Annual Report of Progress and Performance from COGS is mandatory to receive continued funding. In addition, faculty who have worked with graduate students will evaluate their performance which will be part of the bases to determine continued funding for the following year.

When working as a Teaching Assistant, graduate students are expected to prioritize their work duties. However, professional opportunities (e.g., attending a conference) are important for graduate students' development. If you plan to miss some of your TA duties, plan ahead with your supervisor at the earliest convenience.

Shared office space is provided for teaching assistants and a judicious use of office supplies.

University / Department Resources and Opportunities

Students admitted and enrolled full-time in the graduate program are automatically considered for funding; no separate application is necessary. The Department of History policy for financial support for students is consistent with the COGS funding guidelines.

1. If qualified and money is available, MA students should receive only two years of funding.
2. If qualified and money is available, PhD students should receive only four years of funding.
3. Only one semester of funding to students who are not full-time students.
4. Exceptions to these guidelines can be made but should be rare.

The Department offers a number of scholarships, many for which graduate students qualify. These include Dan Butler Book Scholarship, Dr. William S. Greever and Dr. Janet Groff Greever History Scholarship, Helen Melgard Hilfiker Scholarship, Siegfried B. Rolland Scholarship, Nettie Sillinger Scholarship, and Winkler Memorial History Scholarship.

COGS constantly aims to update its resources for graduate students, including initiatives related to funding. [This page](#) tracks those initiatives, and a [list of various funding opportunities](#) is also available.

Frequently Asked Questions

The following includes common questions for your reference:

Is GRE score required for the graduate application?

Answer: No.

Do you accept international application for the History graduate program?

Answer: Yes.

When do we know if financial assistance is available for me after I have applied for the graduate program?

Answer: The History Department begins considering the financial awards to new graduate students after their applications are officially accepted. The amount of award will be determined depending on the university and college budget status. Usually, the department starts the discussion of financial matters at the end of the spring semester for the award for the following academic year.

Is the financial award set for one year or two years?

Answer: The funding is only awarded for one academic year (two semester) assuming the students perform is up to the requirements in the course of study. If the student's performance is below the standard in the fall semester, then the financial assistance will be forfeited in the spring semester.

Useful Links

[Student Code of Conduct](#)

[Personal Safety on Campus](#)

[Public Safety and Campus Security](#)

[Copyrights, Protectable Discoveries, and other Intellectual Property Rights](#)

[Responsible Conduct of Research Education](#)

[Policy against Sexual Harassment](#)

[Non-Discrimination Policy](#)

[College of Graduate Studies Forms](#)