

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF HISTORY

2015-2016

Welcome to the University of West Florida's Department of History

We are pleased that you have chosen to pursue a graduate degree in our department. This Graduate Student Handbook is designed to help you complete your program successfully and in a timely manner. The following pages provide you with important information concerning course and credit requirements, examinations, graduation requirements, opportunities for financial assistance, departmental standards, and other things you should know about our program in history. In addition to this booklet you should maintain close contact with the Director of your chosen program as well as the Chair of the department. If you have any questions or concerns, please do not hesitate to contact your Director, the Chair or any of the other members of faculty or staff. We will do everything we can to assure the quality and integrity of your graduate program.

ABOUT THE DEPARTMENT OF HISTORY

The University of West Florida's Department of History seeks to provide a foundation for better understanding the world in which we live, to produce high quality scholarship that makes a significant contribution to the discipline, and to serve community needs by providing a source for historical information and expertise crucial to preserving heritage, especially Northwest Florida.

With approximately 10 full-time faculty and staff members, the Department of History offers a wide range of research and teaching skills. You should familiarize yourself with our faculty and talk to them about your interests. A directory of faculty and staff of the Department is located at: <http://uwf.edu/cas/cas-departments/history/our-faculty/faculty--staff/>
The Department currently offers three tracks: Traditional History, Public History and Early American Studies. Students should work with the Director of each of the programs to plan his or her program of study.

All faculty offices are located on the first floor of Building 50. You will also find all administrative offices, mailboxes, and the graduate assistant office on the first floor. Building 50 also houses the Departments of Government, English, and Philosophy. Important numbers and emails you should know:

Gabi Grosse, Office Administrator, Phone: (850) 474-2680, ggrosse@uwf.edu, Room 106

Dr. Amy Mitchell-Cook, Chair, Phone: (850) 857-6014, amitchellcook@uwf.edu, Room 107

Dr. Patrick Moore, Director of Public History, Phone: (850) 474-2683, pmoore@uwf.edu, Room 139

Dr. Erin Stone, Director of Early American Studies, Phone: (850) 474-2685, estone@uwf.edu, Room 144

The Graduate Assistants' Office is room 140. You may use this room to hold office hours or study or to hold meetings. This room is part of the department and is next to faculty offices, so please keep noise to a minimum.

Graduate students can also reserve a study carrel in the library for an entire semester. To apply go to: <http://uwf.edu/library/forms/carrel-semester-and-daily-policy> Carrels are assigned on a first come first serve basis so if you want one, you should apply early.

FINANCIAL SUPPORT

The department offers Graduate Assistantships to most graduate students who apply, although there is no guarantee of funding. We try to fund as many students as possible and to maintain their funding for at least two academic years. The typical Graduate Teaching Assistantship (GTA) consists of 10 hours of work a week, usually as a grader for a freshmen survey course. Each assistantship provides \$10.25 an hour, 50% in-state tuition waiver and 100% out-of-state tuition waiver (excluding taxes and fees). In addition, each GTA is expected to hold office hours to meet with students in their assigned course. The GTA should meet with the professor to outline and discuss expectations, assignments, and to confirm office hours.

Some Graduate Assistantships (GA) are for research and do not carry a need for office hours. The GA is expected to work 10 hours a week at the same rate as a GTA, \$10.25 an hour. The

responsibilities of a GA will vary according to the needs of the faculty and department. Duties might include researching, editing, copying, locating sources, or other aspects concerning research or administration.

ALL Graduate Assistants are expected to participate in History Fairs or to volunteer for other outreach opportunities. Graduate students should also be prepared to attend various lectures or events that pertain to their studies. In addition, there will be times when students are asked to help in another class, sit at the front desk, or volunteer for other duties.

As Graduate Assistants, and even as graduate students, you are expected to behave in a professional manner. In some instances you will be a representative of the department and your behavior not only reflects upon you but on the department and on the University. Please conduct yourselves as professionals with students and with the public, as well as in the classroom.

For additional information, please refer to the Graduate Assistantship Handbook:

http://uwf.edu/graduate/documents/GA_Handbook.pdf

AWARDS

Graduate students in history have access to a number of awards and prizes. Such awards are typically given to outstanding graduate assistants and outstanding graduate students. For additional information, contact Gabi Grosse, ggrosse@uwf.edu.

The University has Graduate Student Scholarly and Creative Grants for up to \$1000.00 for travel, research, and conferences. For additional details or to apply, go to:

<http://uwf.edu/graduate/academics-research/research-and-grants>

Financial Aid has a Graduate Grant. Awards are up to \$2000 per academic year (fall and spring) are available to a limited number of graduate students working on a first graduate degree and enrolled at least half-time (6 hours) in graduate level courses.

Graduate Student Association has several \$250.00 awards available for travel and research.

<http://uwf.edu/graduate/graduate-life/grsa/>

CONFERENCES

There is some money for students to travel and/or present at a conference. As part of your professional development, all graduate students should present their research at some point. There are a variety of local, regional, national, and international conferences that are available for graduate students to present. You should discuss such opportunities with your advisor or with the Chair of the department.

EXPECTATIONS FOR COURSE LOADS AND CREDITS

Full-time graduate students are those registered for 9 credit hours. Audited hours or undergraduate hours taken to meet foreign language or other requirements do not count toward the total number of hours for the degree but are counted in the semester credit load. You must be registered for at least one hour in the semester that you plan to graduate. Some students do take only 3-6 hours a semester. You can receive financial aid and an assistantship if you have a reduced load but you need to be aware of limitations. See the registrar's office or the graduate school for additional information about how much financial aid you can receive with a reduced load. No student may register for more than 12 hours in one semester without written permission from the Chair and approval through the Graduate School.

You should register for regularly scheduled 5000 and 6000 level courses. Adding additional courses places a strain on faculty and resources, and should only be approved under special circumstances. 1. If courses being offered do not count towards your degree. For example, if you have taken all of the European courses being offered but you need another European course to graduate. 2. Both you and your advisor agree that you would benefit more from a directed readings or a different elective than you would from courses being offered. Two limitations of which you need to be aware: UWF no longer allows students to take undergraduate courses for graduate credit and if you had a course as an undergraduate you cannot take the duplicate course as a graduate (unless it is substantially different).

Avoid incompletes at all costs! After one semester the incomplete turns into an "F," which affects your GPA and your chances for having a graduate assistantship. Trying to complete a deferred grade while taking a full course load can jeopardize your overall GPA as your current course work can suffer. Students should only ask for them under extenuating circumstances.

Students are expected to maintain a 3.0 GPA or higher. Any graduate student whose cumulative GPA falls below 3.0 will be placed on academic probation. Additionally, any courses below a B-, will not count towards your degree. Students who fall below a 3.0 GPA may be terminated from the program. Also, you cannot graduate with less than a 3.0 GPA.

All work for an M.A. must be completed within 5 years from the date of enrollment. A student may petition for an extension but there is no guarantee of approval. In addition, after six years, courses become invalidated and no longer count towards completion. The student must go through a validation process, through the graduate school, to have the courses validated. This process can be quite long and, if at all possible, should be avoided!

All Master's students in History, Public History, and Early American Studies are required to demonstrate reading competency in at least one language other than English. This requirement must be fulfilled prior to the completion of course work (30 hours). Students can fulfill the requirement by either completing two reading comprehension courses in the chosen language,

with a B or higher, or a student may pass a written translation exam. Contact the department for additional information or requirements.

Each track has slightly different requirements. It is your responsibility to know the requirements in your track and to fulfill those requirements in a timely manner. The Graduate Catalog has additional information. <http://catalog.uwf.edu/graduate/history>

Traditional History: The traditional history track requires all graduate students to take the Graduate Methods course. Plan A, or the thesis track, requires 33 sh of graduate history course work, including the thesis. At least 15 sh must be in the major field (United States or European) and 6 sh in thesis. The student must write the thesis under the direction of a History faculty member and defend it in an oral examination before a thesis committee. Plan B, or the non-thesis track, requires 9 hours of European History, 9 hours of U.S. History, and 4 electives. Students complete their program with either thesis hours (Plan A) or research hours (Plan B).

Public History: Graduate students in Public History must take: Public History Methodology, Graduate Methods, 3 hours of U.S. History, 3 hours of European History, and 3 hours of Ethnic Elective. The remaining hours come from an approved elective course selection. Students in Public History complete a practicum for 6 credit hours.

Early American Studies: The EAS program has several required courses that ensure a broad content knowledge. EAS students must take: Introduction to American Studies, Graduate Methods, Colonial America, American Revolution, Early Republic and Jacksonian America. Students in this track should take an additional 6 hours in History and 6 hours in an associated field. The final 3 hours come from either Thesis or Research hours.

For additional information on any of these tracks, please refer to the graduate catalog and/or contact your advisor. It is ultimately the student's responsibility to fulfill these requirements and to be aware of which courses are needed for successful completion. You can view your degree audit in Banner.

Historic Preservation Certificate: In addition to the above tracks, the Department of History offers an 18-hour certificate in Historic Preservation. For the most part, your regular course work will fulfill many of the requirements but you may need to take an additional course(s) to complete the program. The Office Manager and the Chair have the latest set of approved courses and can help guide you through the requirements. Each student must declare if they want to complete a Historic Preservation Certificate and fill out a form located with the Office Manager. The student needs to inform the Office Manager of intent to graduate so that the department can notify the Registrar's Office that he/she should be awarded the Certificate.

Thesis Requirements: Students who wish to complete a thesis must follow guidelines set up by the graduate school as well as those set by the department. <http://uwf.edu/graduate/academics-research/theses-and-dissertations>. Keep in mind, that the requirements by the Graduate School supersede those of the department. Deadlines for thesis submission are early in the semester and all forms must be submitted, in the proper format, before the deadline. The above link has the latest requirements, forms, and list of important dates. At the department level, a student must put together a thesis committee of at least three faculty members, though you may need/want additional members. Each student should work closely with his or her Chair to discuss topics, edits, determine time lines, and for overall guidance. A typical thesis is approximately 100 pages. Once your committee Chair has approved a thesis draft (and you may have several drafts) the thesis can go to the other members. If all members agree that the student is ready to defend, the defense date can be set up.

Thesis defense: A thesis defense is an oral examination and is open to the public. The student gives a 20-minute presentation that summarizes his/her research, discusses how it adds to the field, and the research involved. Anyone in attendance may ask questions, as well as the thesis committee. Once questions are completed, any attendees beyond the student and the committee are asked to leave so that the committee may have a private discussion with the student regarding the thesis. The student will be asked to leave so that the committee may discuss openly any problems, concerns, or necessary revisions. The student is then asked to return and the thesis Chair explains the changes, if any, before a student can submit his/her thesis to the Graduate School. Most students will have some level of editing and some may have to resubmit all or some of the thesis for committee approval. Once approved by the committee the student can have the committee members and the Chair of the department sign necessary signature page forms.

Research Paper: A research paper is less intense than the thesis defense and is usually only 40-50 pages. The standards of research and writing apply as above but there is no formal committee. The student works closely with his/her Chair and once the Chair is satisfied with the research paper, the student is considered as completed.

The faculty and staff will do their best to keep you updated on any changes as well as to provide assistance and advisement as you proceed through the program. Remember, it is up to you to fulfill all requirements for graduation. It is your responsibility to be aware of deadlines, policies, and any changes that occur through the University, the Graduate School or in the Department. If you have any questions or concerns, do not hesitate to contact your advisor, the Office Manager or the Chair of the department.

CLUBS AND SOCIETIES:

Phi Alpha Theta is a national honor's society. Graduate students should have completed a minimum of 12 semester hours towards their Master's Degree in History, have a GPA of better

than 3.5, and shall have completed approximately 30% of the residence requirements for the Master's Degree. Members of the UWF Chapter of Phi Alpha Theta pay dues of \$40. For more information on Phi Alpha Theta, visit www.phialphatheta.org.

The UWF History Club has no grade or course work requirements. The only requirement is a \$10 annual membership fee. The current faculty advisor for Phi Alpha Theta and the History Club is Dr. Champagne, mchampagne@uwf.edu

Students can also run for a variety of UWF positions. There is a Graduate Student Research Association as well as a number of other college and university committees that are required to have student representation.

YOUR RESPONSIBILITY

It is each student's responsibility to keep informed of current rules, regulations, standards and procedures both for the Department of History and with the Graduate School. Standards, procedures and regulations for both the Graduate School and the history department are subject to revision, so you should maintain close contact with your advisor, Chair, Director and/or Office Manager. It is also your responsibility to register for classes and fulfill all requirements of your program so that you may graduate in a timely manner.

To avoid any surprises at the end of your program, be sure to meet with your advisor, chair and/or chair of the department once a semester to check your progress, answer questions, provide a registration pin, and to just make sure you are on track.