

Department of History

Regulations for Graduate Work

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I. GENERAL INFORMATION

THE GRADUATE PROGRAM

The Florida State University Department of History offers M.A. and Ph.D. degrees in a wide variety of historical fields. Since 1958, the doctoral degree has been conferred on more than 350 candidates. A much larger number of M.A. degrees has been awarded. Around 100 graduate students are currently enrolled in our programs.

This booklet presents an overview of the areas of historical study and regulations for students seeking graduate degrees. Some regulations are university-wide, affecting all degrees offered by the university. Other requirements are departmental ones; graduate students may suggest changes to the Graduate Committee for consideration.

THE HISTORY GRADUATE STUDENT ASSOCIATION

The History Graduate Student Association (HGSA) represents the interests of history students in the official structure of the Department of History. Members of the HGSA sit on many department committees. The HGSA may send as many as three representatives to the monthly faculty meetings, though it will have only one vote. The HGSA is entitled to one vote in the election of the department chairperson; the graduate student vote is determined by a majority decision in a secret poll.

PHI ALPHA THETA

Phi Alpha Theta is an international honor society in history. Organized in 1921, it now has several hundred chapters throughout the United States, Puerto Rico, and the Philippine Islands. Its objective is to promote the study of history by encouraging research, good teaching, publication, and the exchange of learning and thought among historians. It seeks to bring students, teachers, and writers of history together both intellectually and socially, and it encourages and assists historical research and publication by its members.

The membership of Phi Alpha Theta is comprised of students and professors who have been elected on the basis of excellence in the study and writing of history. Incoming FSU graduate students who are already members are urged to acquaint themselves with the FSU Delta Chapter officers and participate in the chapter's activities.

APPLICATION DEADLINES AND MATERIALS

Applications for **Fall** admission are due by **December 1** for the next school year. There are no admissions for Spring and Summer.

In addition to the university application, a student must submit: (1) three letters of recommendation, preferably from university faculty who are familiar with your academic work; (2) a 200-500 word statement of academic interests and professional goals; (3) a writing sample of a student paper of at least 1200 words in length, preferably one representing historical research; (4) official GRE scores; and (5) official transcripts from all colleges/universities attended. Applicants are encouraged to contact directly faculty members whose research interests and expertise correspond to their own, since a faculty member must agree to serve as the major professor.

MAJOR PROFESSOR

Upon admission, each graduate student is assigned to a major professor from the graduate faculty. These assignments are based upon research interests and expertise. The major professor will be the student's advisor and mentor, and should be consulted regularly on the program of study and progress toward the degree. The relationship is an important one; students who find that the assigned

major professor was not a good match may move to another major professor, providing that one is available and agrees to accept the student.

ADMISSION REQUIREMENTS

Minimum admission requirements are established by the state legislature and enforced by the Graduate School. As permitted by university regulations, however, requirements for admission to the graduate programs in history at Florida State are higher. At the minimum, for admission to the Department of History master's program the student must have (1) a baccalaureate degree from an accredited college or university, and (2) a grade point average of at least 3.3 on a 4.0 scale as an upper-division undergraduate student **and** (3) Before August 1, 2011: a minimum score of 1100 on the combined verbal and quantitative portions of the general aptitude portion of the Graduate Record Examination. After August 1, 2011: Verbal Scores in the 82nd percentile range or higher are typical among successful candidates, though such scores provide no guarantee of acceptance. (The department accepts GRE scores no more than five years old.)

For admission to the doctoral program, the student must have: (1) a master's degree from an accredited/approved institution with at least a 3.65 grade point average; and (2) Before August 1, 2011: a minimum score of 1100 on the combined verbal and quantitative portions of the GRE. After August 1, 2011: The Verbal, Quantitative and Writing portions of the GRE are required. Verbal Scores in the 82nd percentile range or higher are typical among successful candidates, though such scores provide no guarantee of acceptance.

Students with undergraduate majors in subjects other than history must have had a minimum of 18 undergraduate semester hours in history.

Meeting the minimum requirements does not guarantee acceptance into the program. If the student fails to meet any of these requirements, admission may, in rare cases, be granted on a provisional basis; under these circumstances, students will be required to correct the deficiency within the first semester and according to conditions imposed by the department and the university. If admission is refused, the student may discuss the matter with the chair of the department.

INCOMING GRADUATE STUDENT ORIENTATION

At the beginning of the fall semester, the Associate Chair for Graduate Studies meets with all new graduate students to acquaint them more fully with the program. The meeting is designed to welcome students to the department, answer questions about policies in this handbook, and to provide a student mentor to each new student. Every incoming graduate student is required to attend this meeting. Notification of the date and time of the meeting is sent to accepted students during the summer.

UNIVERSITY FELLOWSHIPS

The Graduate School offers a limited number of university, minority, and college fellowships. Information and applications are available at the Graduate School web site.
<http://www.gradstudies.fsu.edu/Funding-Awards/Graduate-School-Fellowships>

DEPARTMENTAL AWARDS AND ASSISTANTSHIPS

The Margaret Ausley Doctoral Fellowships & the Dan and Sylvia Walbolt Doctoral Fellowships

The Ausley and Walbolt Doctoral Fellowships are five-year funding packages for outstanding doctoral students. Students who receive the Ausley or Walbolt fellowships are awarded funding in their

first year in the program and have no teaching responsibilities for that year. A fellowship without teaching responsibilities is again provided in the fourth year of the program to allow for extensive archival research.

Provided students maintain a minimum 3.6 GPA, they are also provided graduate teaching assistantships in their second, third, and fifth years in the program. Ausley and Walbolt fellows must adhere to all guidelines for teaching assistants - see Graduate and Teaching Assistantships below. Evidence of satisfactory teaching is required before students will be permitted to continue in the classroom.

The Dorothy P. And Margaret A. Johnsen Master's Fellowship in American History, and the Dan and Sylvia Walbolt Master's Fellowship

The Johnsen and Walbolt Master's Fellowships are two-year funding packages for outstanding master's students. Students are awarded \$13,000 each year, with no work obligations in the first year. (A research or other graduate assistantship duty may be assigned in the second year.) Both Fellowships include a tuition waiver. Fellows must maintain a 3.6 GPA in each semester of their first year in order to have the fellowship continued in the second year. The Johnsen Fellowship is designated for students majoring in American history. The Walbolt Fellowship is open to students in any field.

Graduate and Teaching Assistantships

The department has a limited number of assistantships that are awarded for duties connected with instruction or research. GAs may be assigned to a variety of non-teaching assignments; TAs are assigned classroom teaching responsibilities. Only full-time history students with regular graduate status are eligible for these awards. **Applications must be made to the Associate Chair for Graduate Studies by December 1 for the next school year.** The stipends are normally subject to federal income tax. Within budget limitations, tuition may be waived for both in-state and out-of-state students who receive an assistantship or a fellowship.

Students seeking appointment as a teaching assistant must completed HIS 6941 "Teaching College History" and should have completed comprehensive exams prior to teaching. The Graduate Committee will rank applicants based on the following point system:

- 1 foreign language requirement/skills set met
- 3 completed comprehensive exams
- 1 prospectus defense
- 2 major fields in area of teaching (comps complete)
- 1 minor field in area of teaching (comps complete)
- 1 served as grader for this course
- 1 demonstrated progress to degree (after prospectus)
- 1 scholarly excellence (e.g. publications and/or conference papers in major venues)

Students may be disqualified from holding an assistantship if they perform departmental duties in an unsatisfactory manner or if they are making unsatisfactory progress towards degree. Certain courses (e.g. AMH 2097) require specific prerequisite coursework. Departmental needs can override this point system in rare cases.

The Graduate Committee awards other graduate assistantships on the basis of such factors as: (1) grade point average; (2) letters of recommendation; (3) progress towards degree; (4) Graduate Record Exam scores (particularly for incoming students); (5) academic excellence (e.g. publications, conference papers, awards). Departmental financial support is limited to a maximum of six years (2 years at the M.A. level, 5 years at the Ph.D. level), depending upon departmental needs and availability of funding. To continue to hold an assistantship, a student must discharge assigned duties satisfactorily and secure the Graduate Committee's recommendation for renewal. Each semester faculty members will observe some of the assistant's classes and evaluate his or her performance. Teaching assistants will not be permitted to teach more than two years except when departmental needs make it necessary. In this way, more

students will have an opportunity to gain teaching experience. Teaching Assistants will teach only one course per semester. Special or part-time students are not eligible for assistantships.

No graduate student with less than a 3.0 cumulative grade point average will be continued as a graduate assistant. Students who do not complete their M.A. degrees by the end of the second year of graduate assistance will not receive additional financial support toward the M.A. from the department.

Outside Employment

The department recognizes that sometimes there are opportunities for outside employment that enhance a student's professional portfolio. These may warrant exceptions to a general policy discouraging outside employment. In general, accepting a graduate assistantship in our department implies a dual commitment to your studies and to your employment here. The combination of scholarly and pedagogical/research activities will do much to prepare you for the profession. Because of the importance and intensity of your responsibilities for the department, graduate assistants are strongly discouraged from accepting outside employment. It is virtually impossible to honor satisfactorily your commitment to your professors, students, and peers if you have obligations to another employer, and the distraction of other work too often interferes with your progress as a graduate student. Moreover, there are other available resources for funding if necessary: student loans, university and departmental awards, fellowships, etc. Should you want to accept outside employment while under contract as an assistant in our department, you must first notify the Associate Chair for Graduate Studies in writing with the details of that employment (funding source, number of hours, location, etc.) and get written approval that there is no conflict of interest.

Departmental Awards

Walbolt Dissertation Fellowships and Martin-Vegue Fellowships

The Department awards two Walbolt Dissertation Fellowships and two Martin-Vegue Fellowships each year—one each for the spring semester, and one each for the fall semester. Applicants must be current FSU students in the Department who have successfully defended their dissertation prospectus. Recipients are required to use the fellowships to conduct doctoral research in archives or to complete the writing of the dissertation.

The J. Leitch Wright Jr. Award for Dissertation Travel
The J. Leitch Wright Jr. Award for Outstanding Research
The Joe M. Richardson Award for Teaching Excellence

Details about these three awards, each of which is named after a former professor of history at Florida State University, are available from the Associate Chair for Graduate Studies.

THE GRADUATE STUDIES COMMITTEE

The Department of History's graduate program is administered by the Graduate Studies Committee, which consists of the committee chairperson (the Associate Chair for Graduate Studies) and several other faculty representing different specialties; the department chair and a representative of the graduate students normally attend its meetings.

The Graduate Studies Committee has a variety of functions: it makes recommendations to the department, which must approve major policy decisions; it receives and acts on student petitions; and it awards graduate and teaching assistantships (these awards are made by the committee meeting in consultation with the department chair).

Graduate student petitions for variations in or exemptions from the specific requirements explained in this handbook are considered by this committee within the limits established by the university and the

Department of History. These petitions should be in the form of a letter addressed to the Associate Chair for Graduate Studies.

TRANSFER CREDIT

Transfer of courses from another regionally accredited graduate school is limited to four (4) semester hours, except when the departmental course requirement exceeds the thirty-two (32) hour university-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. **Only one seminar or colloquium may be transferred from another institution.** All transfer credit must: (1) be recommended by the major department; (2) be evaluated as graduate work by the evaluation section of the Admissions Office of Florida State University; and (3) have been completed with grades of 3.0 (B) or better.

PROGRAM OF STUDY

All students must complete a Program of Study form, which details the planned courses for each field. The completed form must be signed by all committee members, by the Academic Coordinator, and by the Director of Graduate Studies. Master's students should complete this in their first semester. Doctoral students should do so no later than their second semester. **No student will be permitted to defend a thesis or to take comprehensive exams without having a signed Program of Study on file with the advising office.**

READMISSION REQUIREMENTS

A student who completes the master's degree in the History Department at Florida State and is recommended for admission to the Ph.D. program must apply to the Office of the Registrar for readmission if he or she wishes to continue. An application for readmission is also required of students who wish to re-enter the university after an absence of two or more terms. For re-entry after two semesters out of the program a student should write a letter of request for readmission outlining their progress towards degree to date and future plans. In both instances, an admissions group of three must agree to accept a student wishing to pursue the Ph.D. The readmission application to the History Department should include: CV/resume, personal statement, 3 letters of recommendation, and a writing sample.

LEAVE OF ABSENCE

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request. Consult the Graduate School website for the required form.

FULL-TIME STUDENT LOAD

Nine hours per semester constitute a full-time load for graduate students. In order to receive a tuition waiver students must take twelve hours. The maximum number of hours a graduate student may carry without special permission is fifteen.

ACADEMIC STANDARDS

Courses in which a graduate student receives less than a B- will not count toward a graduate degree. A graduate student whose cumulative grade point average for courses taken at Florida State University falls below 3.0 at the end of a term will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student

will not be permitted to re-register for graduate study. However, the student's major professor may petition the academic dean and the dean of The Graduate School for an exception to this regulation, but under no circumstances will a student be allowed more than one additional term of probation. After one probationary period, a student whose average falls within the probationary range will be automatically dismissed.

DIRECTED INDIVIDUAL STUDY (D.I.S)

Graduate students who have special needs or projects may register for HIS 5909 (Master's) or HIS 6909 (doctoral) for 1 to 4 hours credit. Students may use the credit hours to satisfy course load and graduate requirements. Masters' students are limited to 3 semester hours of D.I.S. credit counting on their programs of study. Doctoral students are limited to 6 semester hours of D.I.S. credit counting towards their programs of study.

The D.I.S. may be used to do extended research or reading on a particular topic in a specific field of history for which no course is available. The D.I.S. must be approved by the professor directing the work and the department chair. The methods of handling a D.I.S. vary, and are arranged by the professor and student. A grade of S (satisfactory) or U (unsatisfactory) will be assigned.

4000/5000 LEVEL CLASSES

Professors sometimes offer students the option of attending an undergraduate course under a graduate level listing and getting graduate credit by doing additional work for the class. These courses are typically listed as 5000 level courses. Masters' students are limited to counting one of these courses for their program of study and doctoral students are limited to counting two of these courses towards their programs. HAPH courses do not fall under this policy.

SUPERVISED TEACHING (HIS 5940r)

This course offers 1 hour credit and may be repeated for a maximum of 4 hours in the Ph.D. program. Students must enroll for 1 credit hour of this course when they are engaged in a teaching assignment for the department. (Enrollment is restricted to those who are engaged in teaching duties.) During the period when they are enrolled for this course, they must arrange for visitation by department members and must give the Student Perception of Teaching (SPOT) for each course taught. Failure to conform to these regulations will result in a revocation of the teaching assistantship.

GRADUATE TUTORIAL (HIS 5932)

A maximum of four hours (only two hours may be taken in one term) of tutorial may be counted toward a master's or doctoral degree. With the department chair's permission, students may enroll for this course. The course must bear a title indicating the nature of the research and have the signed approval of the professor who will direct the work. A letter grade is assigned for this course.

PLACEMENT

The department actively pursues information about job openings, assists in the preparation of placement materials, provides data concerning alternative careers in history, and channels employment announcements to qualified students. Each student should check the departmental job board frequently. Each student who is seeking employment should attend at least one major historical convention (e.g., the A.H.A., the O.A.H., the Southern, or the National Council on Public History) during the academic year. All students are encouraged to attend state, regional, and national conferences at every opportunity.

PREPARING FUTURE FACULTY (PFF) PROGRAM

The History Department participates in (the) PFF, a national program for mentoring graduate students. We offer a one-semester course as well as workshops on professional development and other

enrichment opportunities. Students who complete the required program components will earn certification in the national PFF program. Contact the departmental coordinator.

DEPARTMENTAL LISTSERV

The History Department has a listserv for the distribution of announcements and information to graduate students. Students need to keep the department updated on their current email addresses. Students must also use their FSU email accounts when conducting department business.

GRADUATE LEVEL COURSES

Graduate students are required to take courses numbered 5000 or 6000. The History Department does not count 4000-level courses toward a graduate degree.

II. MASTER OF ARTS IN HISTORY (with thesis)

GENERAL REQUIREMENTS

For the M.A. degree, the student will complete a minimum of 33 semester hours of graduate work. At least 24 of these hours must be taken on a letter grade basis. As part of the 33 hours, the student must take:

- a) at least one graduate history seminar
- b) one additional graduate history colloquium or seminar

Note: at least one of the above must be taken in the student's major field

- c) HIS 6059 Historical Methods
- d) 6 semester hours of HIS 5971 (thesis credit)

Note: Historical Methods does not fulfill requirement a) or b).

In addition, the student must fulfill the language requirement (see below) and write and defend an acceptable thesis.

Students must be in residence at least two academic semesters, but should normally plan to spend three or four semesters working on the M.A. degree. **Master's students must complete the degree requirements within seven calendar years from the time of initial registration.**

FIELDS OF GRADUATE STUDY

The master's degree candidate chooses one major field and one minor field of concentration from the areas listed in Appendix "A". Major and minor fields must be in different areas and a minimum of 6 semester hours must be taken in the minor field. For example, if a major field is from the area of U.S. history, the minor field must be in European, Asian, Latin American, African, or Middle Eastern history.

M.A. WITH OUTSIDE MINOR FIELD

A minor field outside the history department is optional. The candidate may minor in one of the social sciences, humanities, education, or another appropriate field with the approval of the major professor. With that department's approval, a concentration with a minimum of two courses comprises a minor field and replaces a student's minor field in history.

LANGUAGE REQUIREMENT

One foreign language is required for the Master of Arts degree. This may be fulfilled by: (1) having completed four years of one language in high school; (2) having at least 12 semester hours of a language, with an overall GPA of at least 3.0, while earning the bachelor's degree; or (3) by passing the reading knowledge examination offered by the FSU Modern Languages or Classics departments. **(Prospective Ph.D. candidates should be aware that the first two options are not acceptable at the Ph.D. level. Ph.D. students must pass the Graduate Reading Knowledge Examinations.)** FSU offers service courses in many foreign languages to prepare students for the examination. These are S-U courses and carry three semester hours credit toward the student's semester load, but do not count toward the 33 hours required for the M.A. Student must first consult with their major professor to select the appropriate foreign language to support their thesis research. The major professor has final authority in this selection.

M.A. SUPERVISORY COMMITTEE

The supervisory committee consists of the major professor and two other faculty members, preferably those with expertise in the area of the student's thesis project. An appropriate committee member may come from outside the department. The student and the major professor should work together in selecting a committee.

THESIS REQUIREMENT

A thesis is required for the Master of Arts degree in history. A student must register for a minimum of 6 hours of thesis credit and must be registered for at least two thesis hours during the term in which he or she graduates. A maximum of 6 thesis hours are permitted per semester. The subject of the thesis must be in the major field. The thesis must demonstrate independent investigation and knowledge of the methods of historical research. It is the responsibility of the major professor to work closely with the student in the selection of a topic and to supervise the preparation of the thesis. The major professor may require the student to write a prospectus for the thesis. The major professor will schedule the defense. **A master's student may not defend the thesis during the summer term.**

MECHANICS AND PROCEDURES FOR THE THESIS

A. Preliminary copies of the thesis:

The student will normally submit chapters of the thesis to the major professor as they are written. After the major professor's corrections and changes have been completed, the preliminary copy should be offered to each member of the supervisory committee for reading and comment. It is the student's responsibility to see that this is done. The student should follow bibliographic form "A" (the form used by writers in literature, history and the arts) indicated in the Chicago Manual of Style and must use either footnotes or endnotes. Also obtain guidelines for thesis writers from The Graduate School, 314 WES or at http://www.fsu.edu/gradstudies/Graduate_Handbook.pdf.

B. Thesis Defense and final copy of the thesis:

During the semester in which the thesis is to be defended, the student must be registered for HIS 8976 (Master's Thesis Defense) and at least 2 thesis hours. Final copies of the thesis must be in the hands of the supervisory committee **at least two weeks prior to the oral examination.** Upon preliminary approval of the thesis by the committee members, a candidate for the M.A. will defend the thesis before the supervisory committee in a one-hour oral examination. The student must be physically present for the oral defense. Only one committee member can be virtual and it can only be one of the minor field members. The student must submit the final manuscript electronically to the manuscript clearance advisor.

As a condition of undertaking a thesis master's program, the student agrees that the completed thesis will be archived in the University Libraries system. The student will make the electronic thesis available for review by other scholars and the general public by selecting an access condition provided by The Graduate School.

ADMISSION TO DOCTORAL PROGRAM

After completion of the M.A. thesis and defense, members of the student's committee will vote on whether or not to recommend admission of the student to the doctoral program. The student must also meet the department's formal admission criteria. **Completion of the M.A. degree does not provide automatic admission to the Ph.D. program.**

IT IS THE STUDENT'S RESPONSIBILITY TO KNOW AND FULFILL ALL OF THE REQUIREMENTS LISTED ABOVE FOR THE MASTER'S DEGREE IN HISTORY.

III. M.A. IN HISTORY WITH A MAJOR IN PUBLIC HISTORY

The program in Historical Administration and Public History (HAPH) prepares students to enter historically oriented careers in fields such as cultural resources management, historic preservation, museums, archives, and information and records management. Career paths can be found in the private sector, NGOs, and governmental agencies.

THE COURSE OF STUDY: For the M.A. degree with thesis, the student will complete a minimum of 33 semester hours of graduate level coursework. At least 24 of these hours must be taken on a letter grade basis. For the M.A. degree with capstone research project, the student will complete a minimum of 33 semester hours of graduate level coursework. At least 24 of these hours must be taken on a letter grade basis.

REQUIRED CORE COURSES: As part of the 33 hours, the student must take:

- HIS 5067 Public History Theory & Methods (3)
- HIS 6095 Historical Methods (3)*
- HIS 5082 Managing Archives and Historical Records (3)
- HIS 5083 Preserving Historic Sites and Spaces (3)
- HIS 5165 Digital History (3)
- HIS 6087 Exhibiting History (3)
- HIS 6934 one history graduate seminar (3)
- HIS 5085 Internship (6)
- HIS 5089 Capstone Research Project (6) OR HIS 5971 Thesis (6)

* to be taken in student's first term

HIS 5971r THESIS or HIS 5089 HAPH CAPSTONE RESEARCH PROJECT

A student must register for a minimum of 6 hours of credit and must be registered for at least two hours during the term in which he or she graduates. Each student is required to produce an original piece of research either in the form of a written thesis or in a form determined in consultation with the HAPH director (examples: documentaries, cd-roms, web sites, etc). The thesis or capstone research project must demonstrate independent investigation and knowledge of the methods of historical research. It is the responsibility of the major professor to work closely with the student in the selection of a topic and to supervise the preparation of the work. Upon completing a Capstone Research Project, a student will make a presentation of her/his project. For the mechanics and procedures of the thesis, please see the section on the Master of Arts in History with Thesis. A master's student may not defend the thesis or capstone research project during the summer term.

HIS 5085R INTERNSHIP

6 hrs. required; students may choose to take 12 hrs. with the approval of the director of the HAPH program, however, only 6 hrs. will count towards the degree requirements.

All students taking a master's degree in history specializing in historical administration and public history must arrange and satisfactorily complete an internship with a government agency, a private corporation, or other approved agency. The internship must be at least the equivalent of 20 hrs. per week for a 16 week semester (320 hours); however, some agencies may require a full-time commitment.

Prerequisites: Prerequisites vary by organization and institution. The Florida State Bureau of Historic Preservation and the Florida State Archives, for instance, require students to have completed the relevant applied history course prior to applying for an internship with their institutions (HIS 5082 and HIS 5083). Students need to begin researching internship possibilities as soon as they begin their program of studies. Students should consult with the HAPH director in their search. Before taking the internship, students must obtain written approval of the intern supervisor and the director of the HAPH program.

Objectives: During the internship, the student should:

1. Gain experience as a worker in the execution and planning of activities in the internship organization.
2. Learn what kinds of problems regularly arise in such an institution and the standard procedures for handling them.
3. Obtain contacts and recommendations for future employment.

Work assigned to the intern should contribute to the achievement of these goals.

Work Schedule: Students must work the equivalent of 20 hours per week for a sixteen-week semester to receive 6 hours credit. If a student chooses to complete 12 hours credit, they may undertake a regular 40 hour work week for one semester or half-time for two semesters in a selected agency. Any exceptions to this time (for example, if a student wishes to take one course in addition to a forty hour per week internship) must have the prior approval of the HAPH director. Rules governing absence from work, tardiness, etc., shall be the same as those governing other employees. Extended absence will result in a grade of unsatisfactory or incomplete.

Grading: Internships are graded on a Satisfactory-Unsatisfactory basis.

Assignment Requirements: (1) All students will maintain a journal of daily activities during her/his internship. **(2)** All students will write a self-reflexive 10-15 page paper about their experience that compares and contrasts what they learned at their internship in comparison to relevant secondary literature. This must be turned in to the HAPH director at least one week before the end of the internship.

FOREIGN LANGUAGE REQUIREMENT: One foreign language is required for the Master of Arts degree. Please see the section "Language Requirement" under the Master of Arts in History.

ELECTIVES: Additional courses may be applicable upon consultation with the HAPH director.

Art Education:

ARE 5253 Art in Community Service
ARE 5258 Museum Education
ARE 5665 Managing the Arts Organization
ARE 5865 Arts Administration in the Public

Art History:

ARH 5797 Museum Basics
ARH 5838 The Museum Object
ARH 5799 Cultural Heritage Theory and Practice

Education:

SSE 5367 Fundamentals of Teaching Social Studies
SSE 5665 Inquiry in Teaching Social Studies

Geography:

GEO 5159 Fundamentals of Geographic Information Systems
GEO 5158 Advanced Geographic Information Systems
GIS 5131 Thematic Cartography and Geographic Visualization

Information:

LIS 5270 Evaluating Networked Information Services and Systems
LIS 5313 Digital Media: Concepts and Production
LIS 5362 Design and Production of Networked Multimedia
LIS 5364 Website Development and Administration

LIS 5385 Social Media Management
LIS 5408 Management of Information Organizations
LIS 5426 Grant Writing, Evaluation and Administration
LIS 5511 Management of Information Collections
LIS 5528 Storytelling for Information Professionals
LIS 5787 Fundamentals of Metadata Theory and Practice
LIS 5590 Museum Informatics

Interior Design:

IND 5157 Historical Restoration, Research and Documentation

Public Administration:

PAD 5106 Public Organizations
PAD 5227 Managing Public Financial Resources
PAD 5417 Human Resource Management

Theatre:

TPA 5407 Fundraising in the Arts
TPA 5408 Business and Legal Issues in the Arts
TPA 5409 Audience Development and Arts Marketing
TPA 5471 Leadership in the Arts
TPA 5930r Select Topics in Management (Project Management and Event Planning)

Specialized Study in Museum Studies

Specialized Study in Museum Studies at Florida State University is designed for graduate students currently working toward an M.A. in a related field who wish to supplement their study with training in the museum field. To earn the Specialized Study, students complete 18 credit hours: two core courses (6 credits), two elective courses (6 credits), and an internship (6 credits). Students pursuing a Master's in History with a Major in Public History may count the electives and the internship towards both their degree program and the Specialized Study. More information on the Specialized Study can be found at <http://museumstudies.cfa.fsu.edu/specialized-study/>

IT IS THE STUDENT'S RESPONSIBILITY TO KNOW AND FULFILL ALL OF THE REQUIREMENTS LISTED ABOVE FOR THE MASTER'S DEGREE IN HISTORY.

IV. M.A. IN HISTORY WITH CONCENTRATION IN WAR & SOCIETY (with thesis)

Through this degree program, the Department will provide the student with the rich background materials to flesh out a deep appreciation of the general theme, war and society. Rather than being simply a degree in military history, therefore, the program intends to provide the student with much more than the facts required for mature judgment on complex military subjects.

Students will be able to mix and match a wide variety of courses to suit their interests and career goals. Students will work out their individualized programs of study with the departmental advisor (academic coordinator) and major professor. No minor field is required for the War and Society degree program.

REQUIRED COURSES

HIS 6059, Historical Methods; HIS 5971r, Thesis (minimum of 6 hours)

SEMINARS AND COLLOQUIA

One history graduate seminar and one additional history seminar or colloquium must be included as part of the 33 hours. Methods cannot be used to fulfill this requirement.

LANGUAGE REQUIREMENT: Each student must complete one foreign language (see page 6).

THESIS REQUIREMENT: Each student must write an acceptable thesis. (See page 7)

REPRESENTATIVE COURSES

Representative courses for the War and Society track include the following:

- AMH 5173, Post Civil War U.S. (3).
- AMH 5177, The Civil War Era (3).
- AMH 5229, The Progressive Era (3).
- AMH 5239, The United States, 1920-45: Prosperity, Depression, and World War II (3).
- ASH 5226, Modern Middle East (3).
- EUH 5125, The Crusades (3).
- EUH 5246, World War I: Europe, 1900-1918 (3).
- EUH 5249, The Holocaust in Historical Perspective (3).
- EUH 5365, Balkans since 1700 (3).
- EUH 5457, The Age of the French Revolution, 1715-1795 (3).
- EUH 5458, Napoleonic Europe, 1795-1815 (3).
- EUH 5466, Nazi Germany (3).
- EUH 5527, England, 1719-1870 (3).
- EUH 5579, 20th Century Russia (3).
- HIS 5256, War and the Nation-State (3).
- HIS 5935, Violence in Africa (3).
- HIS 6934r, War and Society (3).
- LAH 5749, Social Revolutionary Movements in Latin America (3).
- WOH 5246, World War II (3).

IT IS THE STUDENT'S RESPONSIBILITY TO KNOW AND FULFILL ALL OF THE REQUIREMENTS LISTED ABOVE FOR THE MASTER'S DEGREE IN HISTORY.

V. THE TEACHING TRACK M.A. (without thesis)

This program caters to the specific needs of students desiring to teach either in the secondary schools or in the community college system. Secondary and community college teachers both generally seek certification in either U.S. History or World History, and we offer both options. This program requires 32 credit hours.

Requirements

- Historical Methods, HIS 6059
- Teaching College History, HIS 6941
- Comprehensive examinations
- One foreign language (see page 6)

Options

- U.S. History concentration: 9 courses in U.S. History, including before 1865 and after 1865. (This represents 27 hours.) There is no second field. Students in this track will take comprehensive examinations in both pre-1865 and post-1865 eras.
- World History concentration: 9 courses are required, only 1 of which could be U.S. (This represents 27 hours.) There is no second field. Students in this track will take comprehensive examinations in World History.
- Students may also write a thesis if they wish. (This would bring the total to 39 credit hours.)

Notes

- Students may repeat the comprehensive exams only once. A student who fails the exams twice will be dismissed from the program.
- There is no seminar requirement for this degree, although students are encouraged to take them.

VI. The M.A.-Ph.D. "fast-track"

This program offers to exceptionally able and well-prepared students a non-thesis option M.A. degree. It is intended for students who plan to enter the department's doctoral program. Students are required to form a committee comprised of: 1) a chair in their major field; and 2) two other professors, each of whom oversees one minor field. This committee will decide by the end of the student's third semester in the Graduate program whether or not the student is to be considered for fast-track status. Students must complete all fast-track M.A. level requirements by the end of their second year in the Graduate program.

Requirements at the M.A. level

Historical Methods (3 hours)
1 foreign language (as required by the University)
9 hours in a major field
Completion of one minor field

The student must complete at least two research papers, each 25 pages or more in length, that demonstrate mastery of the historian's craft. These papers are to be submitted to the student's committee for approval. After satisfactorily completing these requirements and successfully completing 21 hours of graded work, the student receives an M.A. and proceeds to Ph.D. coursework.

A student who wishes to receive the M.A. without proceeding to the Ph.D. at FSU may still pursue this fast-track. The student will follow all the requirements above, but will need to present one of the two major papers at a professional conference or Works in Progress session prior to graduation and will need to complete 32 hours in graduate History courses.

Requirements at the Ph.D. level on the fast-track remain the same as for other doctoral students, with the exception that students do not need to have a written thesis for admission.

VII. NON-TRADITIONAL M.S. IN HISTORY

The Non-Traditional M.S. in history is a thirty-two (32) semester hour program. The M.S. will not require a foreign language or a thesis, but a project will be required. This will be a terminal degree. (This means a recipient of this degree will not be eligible to apply to the FSU history Ph.D. program).

REQUIRED COURSES:

21 semester hours: history graduate-level courses (may not use Historical Administration courses; may use up to 3 hours of DIS when approved by supervising professor).

6 semester hours: one history graduate seminar and one additional history graduate seminar or colloquium.

3 semester hours: Historical Methods (HIS 6059).

3 semester hours: Master's project (S/U grade only) (see options below). Obtain the reference number from the program assistant in 421A Bellamy.

Comprehensive exam (0 credit) (HIS 8966): Students will be required to pass a six hour written comprehensive exam based on course work.

Project Options: (3 semester hours; project must be approved and graded by the student's supervisor and program director)

1. Professional paper
2. Extended research paper
3. Professional project
4. CD-Rom

Other

Courses in which a student receives less than a B- will not count toward the degree.

Foreign language courses, if taken, do not count as part of the 24 hours required for the degree.

Transfer of courses from another regionally accredited graduate school is limited to three (3) semester hours, subject to approval by the student's supervising professor and the program director. All transfer credit must (1) be recommended by the major department, (2) be evaluated as graduate work by the evaluation section of the Admissions Office of Florida State University, and (3) have been completed with grades of 3.0 (B) or better.

Have an appointment to do a final graduation check with the History Academic Coordinator the semester before you plan to graduate.

IT IS THE STUDENT'S RESPONSIBILITY TO KNOW AND FULFILL ALL OF THE REQUIREMENTS LISTED ABOVE FOR THE MASTER'S DEGREE IN HISTORY.

VIII. DOCTOR OF PHILOSOPHY IN HISTORY

ANNUAL REVIEW

The Graduate School requires an annual review of doctoral students to ensure they are making adequate progress to the degree. Each fall semester, the Director of Graduate Studies will distribute the annual review instrument to all doctoral students. The reviews are to be completed by the start of the spring term. A student who receives a negative evaluation will be placed on probation and has one year to demonstrate adequate progress. A second negative evaluation will result in dismissal from the program.

SCHOLARLY ENGAGEMENT REQUIREMENT

To meet the Scholarly Engagement requirement, doctoral students should interact with faculty and peers in ways that may include enrolling in courses; attending seminars, symposia, and conferences; engaging in collaborative study and research on or beyond the university campus; and utilizing the library, laboratories, and other facilities provided by the university. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. Students should include information on this kind of engagement on their annual review forms. The student's committee members will evaluate this requirement as part of the student's annual review.

TIME LIMIT FOR COMPLETION OF DEGREE REQUIREMENTS

All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the comprehensive examination. If not, the Graduate School requires that a student pass a new comprehensive examination.

COURSE REQUIREMENTS

Because the Doctor of Philosophy degree represents the attainment of independent and comprehensive scholarship in selected areas (major and minor fields) rather than earning a specific amount of credit, there is no university-wide minimum course requirement beyond that implied by the residency requirement. Individual programs are planned to increase the likelihood that students reaching the preliminary examinations will have gained sufficient mastery of their fields to complete them successfully.

INSTITUTING A PROGRAM OF STUDIES: MAJOR AND MINOR FIELDS

The student, in consultation with the major professor, selects a supervisory committee which will oversee the student's progress until completion of all requirements for the degree. The supervisory committee will include a faculty member from each of the student's major and minor fields, and a tenured member of the faculty who will serve as the University Representative.

As soon as possible after the supervisory committee has been selected, the student and the major professor will prepare a complete study program to be approved by the supervisory committee. No student will be permitted to schedule comprehensive exams without a signed Program of Study on file in the advising office.

The student will choose a major field and three minor fields in history, or a major field and two minor fields in history, and an appropriate outside minor. Outside minors must be approved by the major professor. **Historical Administration, if selected, must be counted as a U.S. minor (see Appendix "B").** United States history majors must have at least one minor that is non-U.S. All European majors must have at least one non-European minor.

The student must take at least three courses of graduate work in each minor field. Ph.D. fields are listed in Appendix "B".

REQUIRED COURSES

The following courses are required for the Ph.D. degree (minimum grade of B- in all courses):

- (1) HIS 6059, Historical Methods. If a student has completed a graduate level methods course at another institution, HIS 6059 may be waived by the Graduate Studies Committee upon the student's petition and approval by the major professor.
- (2) Seminars and Colloquia: Doctoral students must complete at least five seminars or colloquia including those taken at the master's level. Only one seminar or colloquium will be accepted from another institution. (Historical Methods and Approaches to History do not count as one of the five required seminars/colloquia.)

HIS 6941, Teaching History at the College Level, is required before a student may be a Teaching Assistant. It is not a seminar or a colloquium.

FOREIGN LANGUAGES AND RELATED RESEARCH SKILLS

The ability to read a foreign language can be a critical research skill for many graduate students. The language(s) required to complete a dissertation vary according to the topic. Therefore the student's major professor (in consultation with the student) will determine which language(s) or other research skills are required for the given project. The requirements, as agreed upon by major professor and student, will be recorded on the program of study, and will be signed by both student and major professor. All language and skills requirements must be completed before the student is eligible to take comprehensive exams. Graduate reading knowledge of one foreign language is required. Language competency is demonstrated by passing the reading knowledge examinations offered by the Modern Languages or Classics departments. If a student's transcript indicates that a reading knowledge examination has been passed at another college or university, the department will accept the language with the understanding that a major professor need not approve the work of the student until he or she is satisfied that the student is competent in that language. There is a **six-year** limitation on the acceptability of these examinations.

A student who obtained a M.A. at an institution that does not require a foreign language for the master's degree may be admitted to the Ph.D. program here, but will be required to fulfill the "foreign language/skills" requirement before proceeding to comprehensive exams.

The graduate reading knowledge courses in the Departments of Modern Languages and Classics are service courses that prepare the student for the language examinations. The student may take these courses as many times as necessary. A grade of S or U will be assigned for these courses, and they will count as part of a student's course load.

A student may be required to demonstrate competency in a research skill, if this option is suitable to the student's dissertation project and if it is approved by the Graduate Studies Committee. Courses in these subjects must be completed with grades of B or above. The approved skills options are:

1. Statistics - The student may take two graduate courses in statistics.
2. Demography - The student may take Techniques of Demographic Analysis and an additional 5000-level demography course acceptable to the student's major professor.
3. Computer Methods - The student may take two appropriate courses in Computer Science, Information Studies, or related fields. Students should first gain approval of the courses from the Graduate Studies Committee, by submitting catalog description and/or course syllabi for evaluation.

GENERAL INFORMATION RELATING TO PH.D. EXAMINATIONS

The written Ph.D. comprehensive examinations will be given Fall and Spring terms only. Students planning to take them must notify the academic advisor of the history department of their intention during registration and **must** register for HIS 8964. A student may take one of the field examinations earlier than the regularly scheduled examination if a committee member will be off campus during the regular academic year.

THE COMPREHENSIVE (PRELIMINARY) EXAMINATION (HIS 8964)

To be eligible to take the comprehensive exam, students must have completed: 1) all but six semester hours of history course work (excluding dissertation hours), 2) the language/research skills requirement, 3) and have attained a grade point average of at least 3.0. Students will apply through their major professors to take the comprehensive examination when course work has been essentially completed. With the major professor's approval, a student will register for this examination at the beginning of the semester in which he or she expects to take it. Results of the examination will be entered in each student's permanent record. Testing supervision and procedure will be determined by the Graduate Studies Committee.

The student must pass comprehensive exams in the major field and each of the minor fields; thus the student should have a major professor and a different minor professor for each of the minor fields. Each professor is responsible for seeing that the student is prepared adequately in the relevant field.

The **major** professor determines the format of the examination in the major field. This includes whether the exam will be a traditional closed book test with a set time limit or a take home exam with a time limit or a computer-based exam.

Each **minor** field professor, in consultation with the student, shall determine whether the exam will be a traditional closed book test, a take home test, or a computer-based exam.

The major field exam and the three minor field exams will be taken over a two week period. The take-home option will start on a Friday and include three week ends.

These exams will be "field exams" rather than "course exams," testing the student's competence in the fields. In the major field, the student is expected to demonstrate a high degree of mastery not only of subject material but of historiography. In the minor fields, the student is expected to demonstrate a substantial level of mastery of subject material and a broad acquaintance with the historical literature in the minor fields. Each committee member will evaluate the written exam in his/her field, and will assign a grade of "high pass," "pass," "low pass," or "fail." Students are encouraged to strive for excellence on these examinations. A student who fails one or two of the four written exams must retake and pass the exam(s) before appearing for the orals. (This must be completed within one year.) A student who fails three or four of the written exams will be dropped from the program. The student who fails a written comprehensive exam twice will be dropped from the program.

The oral comprehensive exam is conducted by faculty members from the major and each of the minor areas, and a representative of the Graduate School. If a student has an out-of-department minor field, that committee member may not serve as the Graduate School representative. The exam normally lasts two hours. The student must be physically present for the oral exam. If any portion of the oral exam is unsatisfactory the student must retake the orals before the entire committee. On the retake, a majority of the committee must agree to pass the student, and the major professor must be in the majority. If a majority of the committee does not agree to a pass on the retake, the student will be dismissed from the program. Only one committee member can be virtual and it can only be one of the minor field members.

ADMISSION TO CANDIDACY

A student who successfully passes the comprehensive examinations is considered a candidate for the doctoral degree and is eligible to register for dissertation credits beginning the following semester. **It is NOT permissible to register for dissertation hours until comprehensive examinations have been passed.** A student must be admitted to candidacy at least two semesters prior to the granting of the degree. The purpose of this requirement is to assure basic research competency.

THE PROSPECTUS

During the first term in which the student registers for dissertation credits, a student must submit to his or her supervisory committee a research proposal suitable for a doctoral dissertation (guidelines are available in the history advising office). It should include the scope of the problem, the significance of the study, and a statement of the methodology to be used. The prospectus must include a tentative bibliography.

After all committee members have read the prospectus, they and the student will meet for a "prospectus presentation." This short, informal meeting will provide an opportunity to discuss the project, and provide constructive feedback at the beginning of the project. This prospectus must be signed by all members of the supervisory committee, including the representative of the graduate school, and be filed with the academic advisor. Only one committee member can be virtual and it can only be one of the minor field members.

MECHANICS AND PROCEDURES FOR THE DISSERTATION

A doctoral dissertation must be written on a topic in the major field of study. It must be original research constituting a significant contribution to knowledge. The student must register for at least two dissertation credits each term in which a substantial amount of work is done on the dissertation. **A doctoral degree will be granted only after registration for a minimum of 24 semester hours of dissertation credit.** The student must register for at least two hours of dissertation credit during the term he or she graduates. A preliminary copy of the dissertation should be approved by the supervisory committee before the final copy is prepared. Committee members must have adequate time to review the preliminary copy. *Committee members must receive the completed dissertation at least four weeks prior to the defense. The student should follow bibliographic form "A" (the form used by writers in literature, history, and the arts) indicated in the Chicago Manual of Style and must use either footnotes or endnotes. Final approval of the dissertation by the entire supervisory committee is prerequisite to the awarding of the degree. The supervisory committee may issue a "conditional" pass, which may require a second oral defense.

DEFENSE OF DISSERTATION

The defense of the dissertation will be oral. All committee members must be present. The student must also be present for the oral defense. Responsibility for arranging the time and place rests with the student. **A doctoral student may not defend the dissertation during the summer.** The defense must be announced two weeks in advance through the Office of Graduate Studies, and it must be successfully completed at least four weeks prior to the date on which the degree is to be granted. Although the supervisory committee will conduct the examination, any member of the graduate faculty may attend. Only one committee member can be virtual and it can only be one of the minor field members. After completion of the examination, the examining committee certifies to the dean of the College of Arts and Sciences the results of the examination (passed, failed, to be re-examined), and the representative-at-large submits a written critique of the conduct of the examination to the dean of Arts and Sciences and to the dean of The Graduate School.

SUBMISSION OF THE ABSTRACT AND DISSERTATION

The abstract and dissertation should conform to the appropriate format: see Guidelines and Requirements for Thesis, Treatise, and Dissertation Writers, a copy of which may be obtained from The Graduate School, 408 Westcott. All dissertations are submitted electronically. Workshops are held early each semester to discuss the requirements.

PUBLICATION OF DISSERTATION

Publication of the dissertation is encouraged. As a condition of undertaking a doctoral program, the student agrees that the completed dissertation or treatise will be archived in the University Libraries

system. The student will make the electronic dissertation or treatise available for review by other scholars and the general public by selecting an access condition provided by The Graduate School.

To ensure at least minimum availability of the work, an acceptable and approved abstract of the dissertation and one copy of the dissertation submitted to the Manuscript and Final Clearance Adviser will be sent to University Microfilms International, Inc., where the abstract will be published in Dissertation Abstracts International and the dissertation will be microfilmed. The student is charged a fee for this service. If the student wishes University Microfilms International, Inc., to register the copyright, an additional fee must be paid.

APPENDIX "A"

FIELDS OF STUDY FOR THE M.A. DEGREE

MAJOR FIELDS	MINOR FIELDS
<i>GEOGRAPHIC</i>	<i>GEOGRAPHIC</i>
ASIAN HISTORY Subfields: East Asia, South Asia, Central Asia	ASIAN HISTORY Subfields: Modern Asia, East Asia, South Asia, Central Asia
ATLANTIC WORLD	ATLANTIC WORLD
EUROPEAN HISTORY Subfields: Early Modern Europe (to 1789); Modern Europe (since 1789)	EUROPEAN HISTORY Subfields: Early Modern Europe to 1789; Modern Europe (since 1789); England (since 1714); Russia (since 1800)
LATIN AMERICAN HISTORY	LATIN AMERICAN HISTORY
THE MIDDLE EAST Subfields: The Middle East, Central Asia	THE MIDDLE EAST Subfields: The Middle East, Central Asia
U. S. HISTORY Subfields: U.S. to 1877; U.S. since 1865	U. S. HISTORY Subfields: U.S. to 1877; U.S. since 1865
<i>THEMATIC</i>	<i>THEMATIC</i>
GENDER AND SEXUALITY	GENDER AND SEXUALITY
HISTORY OF SCIENCE, TECHNOLOGY, THE ENVIRONMENT AND MEDICINE	HISTORY OF SCIENCE, TECHNOLOGY, THE ENVIRONMENT AND MEDICINE
ISLAMIC WORLD	ISLAMIC WORLD
LEGAL HISTORY	LEGAL HISTORY
NATIVE PEOPLES OF THE AMERICAS	NATIVE PEOPLES OF THE AMERICAS
PUBLIC HISTORY	PUBLIC HISTORY Required (Public History Theory and Methods and any additional HAPH course)
WAR AND SOCIETY	WAR AND SOCIETY

APPENDIX "B"

FIELDS OF STUDY FOR THE PH.D. DEGREE

The completion of the Ph.D. degree requires mastery of the subject matter of a major field of study and three minor fields. Mastery is measured by the demonstration in written and oral examinations of a satisfactory knowledge of the field. The major field demands a broad mastery not only of the historical developments but also of the available documentary material and the historical literature relating to that field. Minor fields are subject to less rigid requirements (minimum of 12 credit hours) than the major field but still demand competence sufficient to allow the Ph.D. candidate to teach them at the advanced undergraduate level.

Any variation in minor fields with respect to subject or chronological coverage must be approved by the Graduate Studies Committee and the student's supervisory committee.

MAJOR FIELDS	
<i>(please note that some fields have required minors)</i>	
GEOGRAPHIC	
ASIAN HISTORY Major: Modern Asia	
ATLANTIC WORLD	One outside course option. Students may take one appropriate course from outside the history department (literature, anthropology, economics, political science, for example). The course/syllabus must be approved by the major professor/graduate committee. The instructor does not automatically become a member of the supervisory committee and does not participate in comprehensive examinations.
EUROPEAN HISTORY* Majors: Early Modern Europe (to 1789); Modern Europe (since 1789); British History; Modern Russia Since 1800	Upon approval of the Graduate Studies Committee, European history students may select a major field from the list of minor fields. For purposes of the Ph.D. comprehensive examination, students will be examined on the chronological span covered by each field. For British history the span ordinarily covers both English history minor fields. Minors: Early Modern Europe to 1789; French Revolution and Napoleon; Europe, 1789-1914; Europe, 1914-Present; European Intellectual History Since 1500; Modern Germany (Since 1815); England to 1714; England Since 1714; Russia Since 1800 <i>* Note: All European majors must have at least one non-European field</i>
LATIN AMERICAN HISTORY* Majors: Colonial Latin America, Modern Latin America	<i>*Students majoring in either Latin American field must have the other as a minor field.</i>

MIDDLE EAST	
UNITED STATES HISTORY#* Majors: U.S. to 1877; U.S. Since 1865	
	<p>#Students majoring in either half of U.S. history must have the other half as a minor field.</p> <p>The student may also select a topical major such as The South; Labor History; Urban History; African American History; U.S. Intellectual History; Women's History. If the Ph.D. student selects a topical field of United States history as the major field, he or she <u>must</u> use the following two minor fields: U.S. to 1877, U.S. Since 1865.</p> <p>MINORS: U.S. to 1877; U.S. Since 1865</p> <p><i>*Note: All U.S. History majors must have at least one non-U.S. minor field.</i></p>
THEMATIC	
GENDER AND SEXUALITY	Gender and Sexuality is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in Gender and Sexuality must also be chronologically broader than a single time period. A student who selects Gender and Sexuality as the major field must have minor fields that represent at least <u>two different</u> geographic concentrations.
ISLAMIC WORLD	
LEGAL HISTORY	Legal History is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in Legal History must also be chronologically broader than a single time period. A student who selects Legal History as the major field must have minor fields that represent at least <u>two different</u> geographic concentrations.
NATIVE PEOPLES OF THE AMERICAS	
SCIENCE, TECHNOLOGY, THE ENVIRONMENT AND MEDICINE	Science, Technology, the Environment and Medicine is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in Science, Technology, the Environment and Medicine must also be chronologically broader than a single time period. A student who selects Science, Technology, the Environment and Medicine as the major field must have minor fields that represent at least <u>two different</u> geographic concentrations
WAR AND SOCIETY	War and Society is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in War and Society must also be chronologically broader than a single conflict. A student who selects War and Society as the major field must have minor fields that represent

	at least <u>two different</u> geographic concentrations. (For example, the three minor fields might be: U.S. before 1877, U.S. after 1865, and 20 th Century Europe.)
MAJOR FIELDS	
<i>(please note that some fields have required minors)</i>	
GEOGRAPHIC	
ASIAN HISTORY Major: Modern Asia	
ATLANTIC WORLD	One outside course option. Students may take one appropriate course from outside the history department (literature, anthropology, economics, political science, for example). The course/syllabus must be approved by the major professor/graduate committee. The instructor does not automatically become a member of the supervisory committee and does not participate in comprehensive examinations.
EUROPEAN HISTORY* Majors: Early Modern Europe (to 1789); Modern Europe (since 1789); British History; Modern Russia Since 1800	Upon approval of the Graduate Studies Committee, European history students may select a major field from the list of minor fields. For purposes of the Ph.D. comprehensive examination, students will be examined on the chronological span covered by each field. For British history the span ordinarily covers both English history minor fields. Minors: Early Modern Europe to 1789; French Revolution and Napoleon; Europe, 1789-1914; Europe, 1914-Present; European Intellectual History Since 1500; Modern Germany (Since 1815); England to 1714; England Since 1714; Russia Since 1800 <i>* Note: All European majors must have at least one non-European field</i>
LATIN AMERICAN HISTORY* Majors: Colonial Latin America, Modern Latin America	<i>*Students majoring in either Latin American field must have the other as a minor field.</i>
MIDDLE EAST	
UNITED STATES HISTORY#* Majors: U.S. to 1877; U.S. Since 1865	
	#Students majoring in either half of U.S. history must have the other half as a minor field.

	<p>The student may also select a topical major such as The South; Labor History; Urban History; African American History; U.S. Intellectual History; Women's History. If the Ph.D. student selects a topical field of United States history as the major field, he or she <u>must</u> use the following two minor fields: U.S. to 1877, U.S. Since 1865.</p> <p>MINORS: U.S. to 1877; U.S. Since 1865</p> <p><i>*Note: All U.S. History majors must have at least one non-U.S. minor field.</i></p>
THEMATIC	
GENDER AND SEXUALITY	Gender and Sexuality is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in Gender and Sexuality must also be chronologically broader than a single time period. A student who selects Gender and Sexuality as the major field must have minor fields that represent at least <u>two different</u> geographic concentrations.
ISLAMIC WORLD	
LEGAL HISTORY	Legal History is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in Legal History must also be chronologically broader than a single time period. A student who selects Legal History as the major field must have minor fields that represent at least <u>two different</u> geographic concentrations.
NATIVE PEOPLES OF THE AMERICAS	
SCIENCE, TECHNOLOGY, THE ENVIRONMENT AND MEDICINE	Science, Technology, the Environment and Medicine is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in Science, Technology, the Environment and Medicine must also be chronologically broader than a single time period. A student who selects Science, Technology, the Environment and Medicine as the major field must have minor fields that represent at least <u>two different</u> geographic concentrations
WAR AND SOCIETY	War and Society is a transnational field; students must have broader geographic coverage than just a single nation-state. A major field in War and Society must also be chronologically broader than a single conflict. A student who selects War and Society as the major field must have minor fields that represent at least <u>two different</u> geographic concentrations. (For example, the three minor fields might be: U.S. before 1877, U.S. after 1865, and 20 th Century Europe.)

MINOR FIELDS*	
GEOGRAPHIC	
ASIAN HISTORY	Subfield: Modern Asia
ATLANTIC WORLD	
EUROPEAN HISTORY	Subfields for Non-European Majors: Early Modern Europe (to 1789); Modern Europe (since 1789)
LATIN AMERICAN HISTORY	
MIDDLE EAST	
UNITED STATES HISTORY	Subfields for Non-U.S. Majors: U.S. to 1877; U.S. Since 1865
THEMATIC	
GENDER AND SEXUALITY	
ISLAMIC WORLD	
LEGAL HISTORY	
NATIVE PEOPLES OF THE AMERICAS	
PUBLIC HISTORY	A Ph.D. candidate with a minor field in Public History must take (1) HIS 5067 Public History Theory & Methods; (2) a 6-hour internship to be completed prior to the field exam; (3) at least one additional course in HAPH, and; (4) the usual minor field examination.
SCIENCE, TECHNOLOGY, THE ENVIRONMENT AND MEDICINE	
WAR AND SOCIETY	

*All minors are to be taken in an area outside of the Major field unless otherwise specified.

APPENDIX "C"

GRADUATE COURSES

AMERICAN HISTORY

AMH 5118. Colonial American History to 1763 (3). A study and comparison of the founding and development of the English colonies in North America.

AMH 5139. Revolutionary America, 1760 to 1788 (3). History of the coming, progress, and effects of the American Revolution.

AMH 5149. Thomas Jefferson's America (3). A study of the political, economic, and social development of the United States from 1800 to 1865, with particular emphasis on the Industrial Revolution and the rise of sectionalism. Historical literature of the period will also be discussed.

AMH 5177. The Civil War Era (3). In-depth study of the twenty years from 1845 to 1865. Emphasis will be placed on the coming of the Civil War, the secession crisis and on both the military and non-military events of the war years.

AMH 5178. Post Civil War, 1865-1890 (3). An analysis of post-Civil War America with emphasis on the black role in American society and the attempt to heal the wounds of the Civil War. Other topics include the rise of big business, labor unions, and the last frontier.

AMH 5229. U.S. Progressive Era, 1890-1920 (3). Includes a study of the development of domestic and foreign policy, the revolution of social thought, and the paradoxical path of reform in urbanized, industrial America. Devotes special attention to the nation's effort to accommodate old values with new realities.

AMH 5239. The United States, 1920-1945: Prosperity, Depression, and World War II (3). A general course in United States history from 1920 through 1945, (i.e. a study of political, economic, diplomatic, military, social, and cultural/intellectual developments during that period).

AMH 5279. The United States Since 1945 (3). Examines America's role as a super power, including its involvement in two Asian wars. Shows how affluence and Cold War anxieties shaped American society, and delineates the nation's struggle to deal with inequality, poverty, violence, abuses of power, and finally, its own limitations.

AMH 5336. U.S. Intellectual History I: Beginning to 1880 (3). An interdisciplinary study of American thought from the Puritans to the late 19th century, asking, among other questions, what mission American assigned itself. Among the ideas examined will be Puritanism, the Revolutionary ideology, federalism, the American Enlightenment, romanticism, individualism, and manifest destiny.

AMH 5337. U.S. Intellectual History II: 1880 to the Present (3). An interdisciplinary study of the impact on American thought of social Darwinism, industrialism, naturalism, the culture of consumption, radicalism, anticommunism, postindustrialism, and affluence. Examines the growth of cultural criticism as a task required of the 20th-century intellectual.

AMH 5404. The Old South (3). A study of the social and economic development of the Southern states from settlement by Europeans to the end of the Civil War with emphasis on the rise of the Cotton Kingdom and the causes of Secession.

AMH 5405. The South Since 1865 (3). Views the South both as a distinct region and as an area gradually coming back into "regular" American life after the Civil War. The unique problems of adjusting to defeat, the revolution in the labor system, and troubled race relations are considered.

AMH 5424. History of Florida From 1821 to the Present (3). A history of Florida from the period of its acquisition from Spain in 1821 until the present. The various "periods" in the state's past are discussed and major attention is given to the period 1920 to the present - the period of greatest growth.

AMH 5447. History of Frontier to 1865 (3). Examines the Westward Movement from 1763 until 1865. Social political, economic, and military aspects of the frontier experience and the significance of the frontier in American history are examined.

AMH 5469. Urban America Since 1879 (3). The development of American cities and the attempts to deal with changing urban problems from 1879 to the present.

AMH 5517. U.S. Foreign Relations to 1900 (3). Acquaints students with the major interpretations of

America's rise to world power and provides them with training in the use of primary sources.

AMH 5518. 20th Century U.S. Foreign Relations (3). Students become acquainted with the major schools of interpretation regarding American foreign policy in the twentieth century and gain research and writing experience.

AMH 5555. American Legal History I (3). Surveys the history of the U.S. Constitution to 1800, including the British background, the first state constitutions, the Articles of Confederation, the Constitutional Convention, ratification debates, and first use of the Constitution in the 1790s. In concludes with the first major controversies faced by the founders, issues that the Constitution did not resolve for them easily. The course is not about constitutional interpretation or theories applied by the current Supreme Court.

AMH 5556. American Legal History II (3). Surveys the history of the U.S. Constitution and American law in the 19th century. Topics include the Marshall Court, slave law and the Dred Scott decision, impact of the Civil War and Reconstruction on law, and the effects of industrialization on American law. The course is not about constitutional interpretation or theories applied by the current Supreme Court.

AMH 5563. Women in 19th Century America (3). This course examines the experiences of women in 19th century America, focusing on ways gender, race, ethnicity, class, religion and region interacted to shape women's lives. Course examines women's family, work, social, and political roles, women's contributions, and quest for equality.

AMH 5564. Women in Modern America (3). Examines the experiences and contributions of women in twentieth century America, with particular attention to the forces that served to differentiate the opportunities and roles of women from those of their male peers.

AMH 5576. Black America to 1877 (3). This course begins with the African background of black Americans and ends with the final curtailment of Reconstruction in 1877. Although some portions of the course are topical, cutting across chronological divisions, there will be a general chronological progression from colonial times to the end of Reconstruction.

AMH 5577. Black America Since 1877 (3). Traces the social, economic, cultural and political activities of African-Americans from reconstruction through the Civil Rights Movement.

AMH 5635. Florida Environmental History (3). Applies the methods and approaches of environmental history to Florida. Environmental history is an exciting new field of historical scholarship that considers the changing relationships between human beings and the natural world through time. The field explores how nature has helped to shape culture as well as how humans have modified the natural world and transformed the land.

AMH 5636. North American Environmental History (3). Introduces the changing relationships between human beings and the natural world in America through time.

AMH 5645. Humor and the American Mind (3). A course in American intellectual and cultural history from the 18th century to the present, through the lens of humor. Investigates the relationship between American ideas and historical transformations. Uses humor to explore the connections and tensions between the various parts of the American mind.

AFRICAN & ASIAN HISTORY

AFH 5308. Northern African History (3). This course will concentrate on the modern history of North Africa including: the Maghrib, Morocco, Algeria, Tunisia, Libya, Egypt, the Sudan, Ethiopia, and Somalia. It is intended to provide an understanding of the background and problems of some North African states today.

ASH 5226. Modern Middle East (3). An examination of modern Middle Eastern history, focusing on the origins of recent problems in the imperialistic era, the clash of political and cultural traditions, national rivalries, the impact of OPEC, the Palestinians, and the Iranian Revolution.

ASH 5266. Central Asia Since the Mongols (3). This course covers Central Asian history through the medieval and modern periods, with a special emphasis on the political and ethnic histories of the Central Asian peoples.

ASH 5406. China to 1898 (3). A study of China from Han through the Hundred Days' Reform of 1898.

ASH 5408. China Since 1898 (3). A study of China from the Boxer Uprising through the Kuomintang and Communist Revolutions.

ASH 5529. Traditional India (3). Deals with the history of India from antiquity to the seventeenth century. Puts special emphasis not only on the study of Indian religions such as Hinduism, Buddhism, Jainism and

Sikhism, but also on the roles played by various important ancient and medieval kings.

ASH 5539. Modern India (3). An introduction to the history of India from the eighteenth century to the present. Deals in depth with the impact of British rule on India and the lives of modern South Asian leaders like Gandhi, Nehru, and Jinnah.

EUROPEAN HISTORY

EUH 5125. The Crusades (3). Provides a historical understanding of the material and spiritual bases for the reentry of Western Christendom into the Mediterranean world, the ways in which the Crusaders organized, financed, and participated in Crusades and the impact this had on European institution and thought, the interrelations of Christians (East and West) and the Muslim world in the period of the Crusades.

EUH 5127. Earlier Middle Ages (3). Provides a survey of European history from c. 300 to c. 1150, from the origins of the medieval world in the Roman, Christian, and Germanic past through the gradual emergence of a distinctively European civilization to its first major period of expansion and accomplishment.

EUH 5128. Later Middle Ages (3). Provide a survey of European history from c. 1150 to c. 1500, from the height of medieval civilization in Europe through the crises of the late Middle Ages to the Recovery leading to a new age.

EUH 5146. The Renaissance (3).

EUH 5147. The Reformation (3).

EUH 5238. Rise of Nationalism (3). Analyzes the European struggle toward democracy and nationalism from the collapse of Napoleonic Europe to the establishment of the German Empire, emphasizing the development of liberalism, socialism, communism, etc.

EUH 5246. The First World War: Europe From Hegemony to Decline (3). European history from 1870 to 1918, a period which begins with the European powers at the height of their wealth and power and ends with them severely weakened. Particular attention will be paid to the origins of the First World War and the wartime experience.

EUH 5249. The Holocaust in Historical Perspective (3). This course details the background and career of the Holocaust as well as the continuing problem of "Holocaust denial". Special emphasis is given to the ideas of such racists as de Gobineau and Hitler.

EUH 5285. Europe in the Cold War and Detente (3). Deals with the post-World War II era in Europe, tracing occupation policies, the division of Europe east and west, the development of the major European states, and the efforts to arrive at detente in respect to East-West tensions.

EUH 5338. History of East Central Europe, 1815-Present (3). Examines the social, political, economic, and cultural development of the lands traditionally known as Poland, Hungary, Czechoslovakia, and the Baltic States from the Congress of Vienna to the present. Wherever possible, attempts will be made to present issues within a comparative framework.

EUH 5365. The Balkans Since 1700 (3). The course of Balkan history emphasizing the penetration of the Hapsburg and Russian empires, the decay of the Ottomans, and the emergence of the Balkan states after the wars of liberation, with stress on the cultural peculiarities of the various ethnic groups.

EUH 5457. The Age of the French Revolution, 1715-1795 (3). A study of the eighteenth century and its transformation by the forces unleashed by the French Revolution. The radicalization of the Revolution is traced to the Terror and the overthrow of Robespierre's dictatorship.

EUH 5458. Napoleonic Europe, 1795-1815 (3). Traces the rise of Napoleon and his impact - political, social, economic, military, etc. - on France and Europe, culminating in his defeat at Waterloo.

EUH 5467. Nazi Germany (3). Deals with the background of the Nazi regime, the character of Hitler's dictatorship, and the origins and course of World War II in its European context. Also examined is National Socialism's impact on German institutions and racial consequences.

EUH 5507. England in the Middle Ages (3). History of England from Anglo-Saxon settlements to the establishment of the Tudor dynasty. Covers all significant aspects of life in medieval England, but emphasis is on growth of English common law, the constitution, and administrative structures.

EUH 5509. Modern Britain Since 1870 (3). This course investigates the social, cultural and political history of Great Britain from approximately 1870 to the present. Major themes include the evolution of class structures, new cultural trends, and changing political culture, ideologies and institutions, as well as the relationship

between these perspectives. Historiographical themes appropriate to the course will also be explored.

EUH 5516. Tudor England (3). The history of England from the late fifteenth century to 1603. Substantive attention will be given to the history of Scotland and

its literature and political thought (Harrington, Hobbes, and Locke in particular).

EUH 5527. England, 1714-1870 (3). This course investigates the social, cultural and political history of Great Britain from 1714 to approximately 1870. Major themes include the evolution of social structures; new cultural trends; changing political culture, ideologies and institutions; and the relationship between these perspectives. Historiographical themes appropriate to the course will also be explored.

EUH 5548. Gender, Class, and Sexuality in Britain, 1750-1914 (3).

EUH 5578. Nineteenth Century Russia (3). An examination of the history of Russia from 1801 to the beginning of the 20th century, with emphasis on foreign relations and the development of the political and social conflicts that resulted in the revolutions of 1917.

EUH 5579. Twentieth Century Russia (3). Examines the social economic, cultural, and international as well as political development of Russia from the final years of Tsarist rule through the Bolshevik Revolution to its emergence as one of the world's superpowers in the 1980s.

EUH 5608. European Intellectual History, 1500-1800 (3). History of ideas documenting transition from "Medieval Mind" to "Modern Mind" including impact of four Renaissances, Protestant Reformation, Scientific Revolution, and Age of Enlightenment. Inter-disciplinary approach includes philosophy, literature, art, political theory, science, economic thought, religion, and music.

EUH 5609. European Intellectual History, 1800 to Present (3). History of ideas in the last two hundred years, exploring nineteenth century as Age of "Isms" (including Liberalism, Conservatism, Communism, Romanticism, Idealism, Nationalism, Industrialism, Imperialism, Positivism, Darwinism, Historicism) and establishing the 20th century as Age of Crisis in which traditional Western Civilization disintegrates.

LATIN AMERICAN HISTORY

Ireland in this period and to political thought, culture, and literature.

EUH 5518. Stuart England (3). A Study of England and Scotland under their joint sovereigns, the Stuart kings, from 1603 to 1714, as well as the parallel period of English rule in Ireland, the culture of the period, and

LAH 5439. History of Mexico (3). Covers the history of Mexico from the great Indian empires to the present, emphasizing the 19th and 20th centuries. Deals with cultural and social history as well as political movements. Also treats Mexican historiography.

LAH 5475. History of the Caribbean (3). A survey of the history of the Latin American Caribbean. Special attention given to such topics as the Cuban Revolution and recent United States-Puerto Rican relations.

LAH 5609. History of Brazil (3). The history of Latin America's largest and most populous nation from its colonial origins to the present. Special topics such as recent democratic and authoritarian political regimes and the role of the military are treated in detail.

LAH 5727. Race/Class in Colonial Latin America (3). Comprehensive examination of Latin America from 1492 to 1830, with emphasis on native and African reactions to colonial rule and the creation and growth of multi-ethnic groups and their solidification into classes.

LAH 5749. Social Revolutionary Movements in Latin America (3). Thematic coverage of the history of social revolutionary movements in Latin America, studying such revolutions as the Mexican, Cuban, and Bolivian examples. Special emphasis on the historiography of revolutions within and outside the area.

HISTORICAL ADMINISTRATION & PUBLIC HISTORY

HIS 5067. Public History Theory and Methods (3). Overview of the different specialties of public history, the history of the historic preservation movement in the U.S., archives, history museums, oral history, commemoration, and the use of new media for public presentations of history.

HIS 5077. Oral History (3). Exposes students to use of oral history as a research technique and provides experience in conducting professional oral history interviews. Prerequisite: HIS 5932, Tutorial in Oral History.

HIS 5082. Managing Archives and Historical Records (3). The nature of archives; various types of records; arranging and processing archives; restoring and

protecting records; archival institutions, policies, and procedures.

HIS 5083. Preserving Historic Sites and Spaces (3). The identification, preservation, and maintenance of historic sites; the historic preservation movement.

HIS 5084. Museums Management (3). The history and purposes of museums; problems of operation; types of exhibits and programs; publications and other

HIS 5165. Digital History (3). This course examines the theory and practice of the way in which history is collected, presented, and interpreted using digital mediums.

HIS 5932. Tutorial in Oral History (1). Prerequisite to HIS 5077

HIS 6087. Exhibiting History (3). Overview of the history and development of museums; issues and theories in museum studies; and an introduction into the practical concerns of the professional museum field.

OTHER

HIS 5256. War & the Nation-State (3). Examines the phenomenon of war in its broader social-political-economic context from a historical and comparative perspective.

HIS 5935r. Special Topics (3). Offers (not for seminars or colloquia) highly concentrated courses of a topical nature or examines specific segments of national or regional histories not covered in graduate courses or in depth in the fields or European, American, Asian, or Latin American history. May be repeated for a maximum of sixty-four (64) hours when topics and content change.

HIS 6059. Historical Methods (3). Offers a survey of the basic skills essential to the study and perfection of history. Emphasis is placed on developing writing techniques, organizing papers, research methods, and quantitative methodology.

HIS 6148. American Historiography (3). A study of American historians from Parkman to the present. Treats historians as thinkers who contributed to the larger themes and debates of American intellectual history. An examination of the progression of historical

interpretive devices; public relations; basic budgetary procedures.

HIS 5085r. Internship in Historical Management (6-12). (S/U grade only.) A professional apprenticeship, usually with the Florida Division of Archives, History and Records Management, designed to give students a practical introduction to the work of the historian in various fields. May be repeated to a maximum of twelve (12) semester hours.

"schools" and their arguments with each other over historical and political assumptions.

HIS 6469. Historiography and Science (3). Introduces graduate students to the range of scholarship within the history of science. Reveals the full sweep of the study of science and society by examining studies of various scientific disciplines and time periods.

HIS 6500. History of Life Sciences (3). Considers the development of life sciences from 1750 to the present. The course will introduce students to critical problems related to biology and society through the study of primary and secondary sources.

HIS 6934r. Special Topics in History (3). Offers (usually in a seminar or colloquium format) highly concentrated courses of a topical nature or examines specific segments of national or regional histories not covered in graduate courses or in depth in the fields or European, American, Asian, or Latin American history. May be repeated for a maximum of sixty-four (64) hours when topics and content change.

HIS 6941. Teaching History at the College Level (3). Designed to familiarize history students with the practical aspects of classroom teaching and to provide some understanding of the philosophical and theoretical approaches to the teaching of history.

WOH 5238. Disease, Race & Environment (3). Examines the close relationship between disease, race, and environment in the development of civilizations of the world.

WOH 5246. World War II (3). Deals with World War II on a global basis, avoiding the common Euro-centric approach. Analyzes the character of the Pacific theater as well as that of the European War, presenting the student with insights into and contrasts between the various belligerents.

APPENDIX "D"

PROCEDURES REQUIRED OF MASTER'S AND DOCTORAL STUDENTS ENGAGED IN WRITING THESES OR DISSERTATIONS

Early in the writing stage, each student should obtain the "Guidelines & Requirements for Thesis, Treatise, and Dissertation Writers" (a handbook) from the Manuscript and Final Clearance Advisor in 408 Westcott.

FINAL TERM ACTIVITIES FOR DOCTORAL STUDENTS AND MASTER'S THESIS WRITERS

I. Before Defense:

Consult the Program Assistant about how to register for defense and at least one hour of thesis or dissertation credit.

A. At the Registrar's Office:

Apply for degree at the graduation desk in the Registrar's Office **DURING THE FIRST TWO WEEKS OF THE SEMESTER** and receive the Final Term Degree Clearance form. If graduation is postponed, the student must reapply within the appropriate period of the following semester (or the semester of his/her graduation) and pay a diploma fee.

B. At the History Office:

1. Have an appointment to do a final graduation check with Academic Coordinator.
2. Provide thesis/dissertation title to Program Assistant.
3. Contact History main office staff to reserve a room in which defense can be held.

C. At Graduate Studies (408 Westcott)

Obtain:

1. Survey of Earned Doctorates questionnaire (doctoral students only).
2. Placement Information Card (doctoral students only).
3. Microfilm Agreement Form (dissertation writers only).

Take final draft copy to verify typing format by the specified deadline.

D. At Cashier's Office:

1. Pay binding fee. (This needs to be paid in CASH!)
2. Pay microfilming fee (dissertation writers only).
3. Pay copyright fee (optional).
4. Obtain clearance stamp (after third week of classes when records have been transmitted to Cashier, or bring proof of fee payment for earlier clearance).

II. **After Successful Defense:**

- A. Obtain signatures on Final Term Degree Clearance form to show final academic clearance from:
 - 1. Major Professor
 - 2. Department (academic coordinator can sign--leave copy of signed form with academic coordinator)
 - 3. Academic Dean (cannot be obtained until cashier's stamp is on the form)

- B. Submit to Manuscript and Final Clearance Advisor (for deadline, consult the academic calendar in the FSU "Directory of Classes"):
 - 1. Final Term Degree Clearance form, complete with:
 - All clearance signatures and stamps described above.
 - Title of thesis or dissertation on form.
 - 2. Dissertation.
 - 3. Five photocopied title pages.
 - 4. Abstract of 350 words or less (dissertation writers only).
 - 5. Microfilm Agreement Form (dissertation writers only).
 - 6. Survey of Earned Doctorates questionnaire (doctoral students only).
 - 7. Placement information card (doctoral students only).

APPENDIX "E"

GRADUATE FACULTY

Rafe Blaufarb, Professor, Ph.D., 1996, University of Michigan, Ann Arbor. Fields: Early Modern, Revolutionary and Napoleonic France, Military, Legal - rblaufarb@fsu.edu

Michael Creswell, Associate Professor, Ph.D., 1997, University of Chicago. Fields: Contemporary Europe (with emphasis on France), International Politics, Cold War, Military Affairs
mcreswell@fsu.edu

Elizabeth Cross, Assistant Professor, Ph.D., 2017, Harvard. Fields: Revolutionary France –
ecross@fsu.edu

Annika Culver, Assistant Professor, Ph.D., 2007, University of Chicago. Fields: East Asia (Japan, China, Korea), Modern Japanese Intellectual History - aculver@fsu.edu

Ben Dodds, Associate Professor, Ph.D., 2002, Durham University. Fields: Late Medieval England –
bdodds@fsu.edu

Ron E. Doel, Associate Professor, Ph.D., 1990, Princeton University. Fields: History of Science, History of Technology, Diplomatic History, Environmental History, Cold War History, Arctic History -
rdoel@fsu.edu

Andrew Frank, Associate Professor, Ph.D., 1998, University of Florida. Fields: American Indian, Southern, Florida, and Early American History - afrank@fsu.edu

Robert Gellately, Professor, Ph.D., 1974, University of London. Fields: European History, Terrorism and Genocide - rgellately@fsu.edu

Jonathan Grant, Professor, Ph.D., 1995, University of Wisconsin. Fields: Russia and Central – Asia - jgrant@fsu.edu

Edward G. Gray, Professor, Ph.D., 1996, Brown University. Fields: Early American (Colonial) -
egray@fsu.edu

Will Hanley, Assistant Professor, Ph.D., 2007, Princeton University. Fields: Middle East –
whanley@fsu.edu

Anasa Hicks, Assistant Professor, Ph.D., 2017, New York University. Fields: Cuba, Caribbean, Latin America – ahicks@fsu.edu

Kristine C. Harper, Associate Professor, Ph.D., 2003, Oregon State University. Fields: History of Science, History of Technology, Environmental History, Cold War History, Gender and Science, Science Education - kcharper@fsu.edu

Robinson A. Herrera, Associate Professor, Ph.D., 1997, University of California at LA. Field: Latin America - rherrera@fsu.edu

Maxine D. Jones, Professor, Ph.D., 1982, Florida State University. Fields: 19th-Century United States, African-American History - mjones@fsu.edu

Neil Jumonville, William Warren Rogers Professor, Ph.D., 1986, Harvard University. Fields: United States Intellectual, U.S. Since 1945, Historiography - njumonville@fsu.edu
CURRENTLY NOT ACCEPTING STUDENTS

Jennifer Koslow, Associate Professor, Director, HAPH Program, Ph.D., 2001, University of California, Los Angeles. Fields: Public History, Urban History, Gilded Age and Progressive Era History, and Public Health, Women's History - jkoslow@fsu.edu

Claudia Liebeskind, Associate Professor, Ph.D., 1995, University of London. Fields: Modern South Asia, Islam, Medicine - cliebeskind@fsu.edu

Cathy McClive, Associate Professor, Ph.D., 2004, University of Warwick. Fields: History of Medicine, Medical Expertise, Gender in 18th-Century France - cmmclive@fsu.edu

Katherine Mooney, Assistant Professor, Ph.D., 2012, Yale. Fields: Cultural History of the U.S. South in the 19th Century - kmooney@fsu.edu

Nilay Özok-Gündogan, Assistant Professor, Ph.D., 2011. Fields: Ottoman Empire, Middle Eastern History, Ethnicity, Nationalism - nozakgundogan@fsu.edu

James Palmer, Assistant Professor, Ph.D., 2015, Washington University, St. Louis. Fields: Medieval Europe, Italian Communes, the Italian Renaissance - jpalmer@fsu.edu

Kurt Piehler, Associate Professor, Ph.D., 1990, Rutgers University. Fields: WWII, American Military History, Social and Cultural History, Public History - kpiehler@fsu.edu

Maximillian Scholz, Assistant Professor, Ph.D., 2016, Yale University. Fields: Medieval England – mscholtz@fsu.edu

Suzanne Sinke, Associate Professor, Ph.D., 1993, University of Minnesota. Fields: Social History, Immigration, Migration, Women's History - ssinke@fsu.edu

Nathan Stoltzfus, Associate Professor, Ph.D., 1993, Harvard University. Field: Modern Germany
nstoltzfus@fsu.edu

Charles Upchurch, Associate Professor, Ph.D., 2002, Rutgers University. Fields: Britain, British Empire, Gender and Sexuality - cupchurch@fsu.edu

George Williamson, Associate Professor, Ph.D., 1996, Yale University. Fields: German History, Intellectual History - gwilliamson@fsu.edu

Laurie Wood, Assistant Professor, Ph.D., 2013, University of Texas, Austin. Fields: Atlantic World, Early Modern Europe - lwood@fsu.edu