

# FACULTY HANDBOOK FOR ADVISING GRADUATE STUDENTS



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## About this Handbook

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This handbook is intended to help clarify the different roles faculty members play in relation to graduate student training and mentorship in our department. The goal of providing you with this information is to help you prepare for teaching and advising graduate students. We have structured this handbook as a revised version of the student handbook we give to our graduate students—including similar descriptions of procedures, rules, and suggestions—but with additional discussions addressing those topics from faculty perspectives.

That said, this handbook cannot possibly cover every situation. Our Associate Director of Graduate Studies, Dr. Kerry Goldmann, is available to answer questions about degree plans, course selection, and academic progress. Our Associate Director of Graduate Studies and TA/TF Program Director, Dr. Courtney Welch, is available to discuss questions and concerns related to graduate student teaching assistantship/fellowship duties. Our Graduate Student & Program Specialist, Cairan Bergstrom, can help answer administrative questions about comprehensive exams and thesis/dissertation defenses. Dr. Wise, our Director of Graduate Studies, is available to address other questions and concerns.

In addition to the departmental procedures outlined in this handbook, there are many university policies administered by UNT's Toulouse Graduate School, as well as college-level procedures governed by UNT's College of Liberal Arts and Social Sciences. Although this handbook references the university and college level policies that are relevant to students in our department's graduate programs, you may also wish to consult the graduate school's policies directly. The UNT graduate catalog is available at <http://catalog.unt.edu/index.php>, and the Toulouse Graduate School webpage is located at <http://tgs.unt.edu>.

Grad student teaching and mentoring presents many challenges and our hope is that this handbook will offer a convenient first resource to answer questions, clarify procedures and expectations, and provide suggestions for effective graduation education.

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## Graduate Program Mission

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The mission of the UNT Department of History's graduate program is to grow and nurture a student-centered curriculum that emphasizes student professional development alongside conventional disciplinary training. We seek to empower our MA and PhD students to succeed with original contributions to historical research and scholarship, as well as to step forward with confidence into professional positions after graduation. We accomplish these goals through curricular structures that incorporate comprehensive exams, dissertations (or theses) and a small set of required courses at the core of a larger degree program comprising field-specific readings classes (5000 level) and research courses (6000 level). We rely on a holistic admissions review process conducted annually by the department's graduate committee to align our investments of program funding and faculty workload to the specific needs of incoming graduate students.

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## Department Graduate Committee

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Department faculty annually elect members to serve on the department's graduate studies committee who hold two-year terms. This committee is directly responsible for making admissions and TA/TF funding\* decisions and for reviewing and recommending changes to the graduate curriculum. The committee also considers appeals, extension requests, and other matters related to graduate student degree progress. The director of graduate studies chairs the grad committee and is joined by both associate directors.

*\* The departmental affairs committee (or DAC for short), is responsible for selecting graduate students for scholarships and fellowships awarded by the department, but customarily does so in communication with the graduate committee.*

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## Graduate Program Curriculum

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### 5000 Readings Course

The 5000 level courses designate a class as a Readings courses. These classes involve students reading a selection of assignments each week and are designed to train students to become conversational in a specific field of historical scholarship to formulate scholarly interventions and innovative research questions. Reading loads are at faculty discretion but generally average one book a week plus an article and/or supplementary material.

### 6000 Research Seminar

The 6000 level courses designate a class as a research seminar. These classes typically involve students writing an article length paper/manuscript, generally of 5,000 to 10,000 words, which is focused on original primary source research instead of synthesis. Students are expected to work independently and schedule individual consultations with their faculty instructor as needed. Faculty are expected to provide focused training in field-specific resources and research practices. Due to the intensive mentorship demands of 6000-level courses, department faculty customarily devote at least half of the semester's class meetings to scheduled research consultations with individual students.

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## Master's Degree Requirements

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The Department of History offers the Master of Arts (MA) degree with a Thesis or a Non-Thesis option.

- A. All MA students must complete thirty-three (33) credit hours, including a minimum of two (2) 6000-level research seminar courses (6 credit hours) and three (3) hours of HIST 5940:

Fundamentals of Historical Scholarship. Students who opt to write and defend a thesis must take six (6) hours of thesis credits in lieu of coursework.

A student may, with the major professor and the Department Chair's permission, take six graduate level hours of coursework from another department at UNT and declare an official minor field. In this case, a faculty member from the minor field department will serve as a committee member in lieu of a history faculty member, and the six (6) hours from the minor field will replace six (6) hours of history coursework. As previously stated, however, the minor field committee member must be a faculty member with whom the student has taken a graduate level course.

- B. The Master of Arts (MA) degree requires fulfillment of a language requirement before a student sits for their thesis defense or oral exams. This requirement can be fulfilled a number of ways described at the following URL: <https://worldlanguages.unt.edu/resources/testing/graduate-foreign-language-requirement>

Typically, our students either pass a UNT proficiency exam in their target language, or else they “place out” of the requirement by documenting 12 undergraduate credits of a target language. Native speakers of a language other than English are exempt from this requirement, but our grad team will need to provide a memo for documentation.

- C. Per University regulations, students have five (5) calendar years from the date of their first graduate-level history course listed on their degree plan to complete the Master's degree.
- D. All master's students are required to successfully pass an oral defense of their thesis or an oral comprehensive exam (non-thesis option) covering their coursework with committee members as appropriate.
- E. Students must “apply for graduation” (<https://tgs.unt.edu/new-current-students/graduation-information#Apply%20to%20Graduate>) with Toulouse Graduate School prior to scheduling their defense of thesis or oral comprehensive exam. Customarily, these defenses and exams last approximately 90 minutes.

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## MA Thesis and Non-Thesis Exam

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### Thesis

The thesis can either be focused on original research or an original work of synthesis. It typically includes an introduction, 2-3 chapters, and a conclusion. MA theses in our department customarily range from 75 to 125 double-spaced manuscript pages. Students must defend their thesis over the course of a 90-minute meeting with their committee members, who have the discretion to decide whether the thesis is acceptable. **The thesis should NOT be considered the default route for MA students.** Our grad team advises electing the thesis option only in cases where the student has identified a clearly defined topic and set of sources in their first year of study. Most students are better served by the non-thesis option.

## Non-Thesis Oral Exam

Customarily, the non-thesis exam is simply an oral exam that lasts 60-90 minutes where each committee member can ask the student questions related to the coursework the student took with them. We have the flexibility, however, to conduct this exam in alternative formats. Please contact the grad director if you have questions.

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## Ph.D. Degree Requirements

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- A. Although all our PhD students earn their degree in “History,” our doctoral curriculum is structured into four general concentrations: (1) [Europe](#), (2) [United States](#), (3) [Military](#), and (4) [Body, Place and Identity](#). After completing all course work and the language requirement, doctoral students will be examined in four historical fields selected in consultation with their major professor and committee members. A minimum of two areas must come from the student's main concentration, and one area must come from one of the three remaining concentrations or from one of the [World History](#) examination fields.

- B. Students entering with a Master's degree must complete:

- A minimum of thirty (30) classroom hours of graduate courses in history or an approved minor field (not including language or leveling courses). A minimum of four 6000-level history seminar courses (12 credit hours) in history and 3 hours of HIST 6000: Historians as Historical Subjects.
- A minimum of twelve (12) dissertation hours (HIST 6950).

Students entering with a Bachelor's degree must complete:

- A minimum of fifty-four (54) classroom hours of graduate courses in history or an approved minor field (not including language or leveling courses). A minimum of five 6000-level history seminar courses (15 credit hours) in history and 3 hours of HIST 6000: Historians as Historical Subjects.
- A minimum of twelve (12) dissertation hours (HIST 6950).

- F. The PhD requires fulfillment of a language requirement before a student takes their comprehensive exams. This requirement can be fulfilled a number of ways described at the following URL: <https://worldlanguages.unt.edu/resources/testing/graduate-foreign-language-requirement>

Typically, our students either pass a UNT proficiency exam in their target language, or else they “place out” of the requirement by documenting 12 undergraduate credits of a target language. Native speakers of a language other than English are exempt from this requirement, but our grad team will need to provide a memo for documentation.

- C. Doctoral students may not enroll in HIST 6950 (Dissertation Hours) until they have successfully passed their written and oral comprehensive exams.

- D. A student may, with the permission of the major professor and the Department Chair, take six graduate level hours of coursework from another department at UNT and declare an official minor field. These six hours must include at least one research seminar (3 hours) in a relevant academic department outside of History. In such a case, the minor field will count as one of the four required comprehensive examination fields, with the minor research seminar counting as one of the four required research seminars. The student must also have a minor field committee member (i.e., a faculty member from the outside department in question with whom the student has taken at least one graduate level course as specified on the student's degree plan) who is willing to administer both written and oral comprehensive examinations, participate in the student's dissertation proposal defense, and be a member of the student's dissertation committee.
- E. Per University regulations, students have a maximum of eight (8) calendar years from the date of their first graduate-level history course listed on their degree plan to complete the Ph.D. degree.

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## Filing a Degree Plan

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All graduate students are required by the University of North Texas to file their Degree Plan by the time they have completed 18 graduate hours in their chosen program. Dr. Goldmann, Associate Director of Graduate Studies, can help with this.

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## Degree Plan Change Form

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Graduate students who want to make changes and/or update their degree plan, such as switching committee members, dropping thesis hours to switch to non-thesis, or taking classes other than what is listed on their degree plan, will need to fill out a Degree Plan Change form. The Grad Program Assistant will gather the signatures for any degree plan changes from the Major Professor via email.

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## Time Limitations

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In general, Master's students are expected to complete their degree in two (2) years, and Doctoral students (including those on the BA-PhD track) are expected to complete their degree in five (5) years. However, Master's students are given a maximum limit of five (5) years to complete their degree, and Doctoral students have a maximum of eight (8) years to complete their degree. As per Toulouse Graduate School, time limits are strictly enforced and students who exceed the time limit can be required to re-take the comprehensive exam, replace out-of-date credits with up-to-day course work in History graduate courses.

If students anticipate that they will exceed the time limit, they will need to apply for an extension. Master's students are required to apply two (2) semesters before the date their time in the program is to be maxed out and Doctoral students are required to apply before their seventh (7) year of study. For a **Time Extension application**, Major Professor's will need to provide a signature on the student's time line of steps they will take to complete their degree and a signature approving the time extension.

For information regarding the time extension procedure/form visit <https://tgs.unt.edu/new-current-students/forms>.

*PLEASE NOTE:* Non-Thesis MA students are required to take (and pass) their comprehensive/exit examination no later than the end of the semester in which they have completed their 33 credits of coursework.

### **Leave of Absence**

Leave of absence applies to students in process of completing a master's or doctoral degree who wish to discontinue/pause work toward their degree for a specified period of time (maximum of one academic year excluding summer term) due to special circumstances.

Leave of absence may be granted by the History Department, which then will notify the Graduate School. If the student has begun thesis or dissertation and is under the continuous enrollment requirement, a waiver of continuous enrollment must also be requested and approved by the Graduate School. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree.

**Note:** *Financial support provided from the university may be affected. Students are strongly recommended to speak with the History graduate advisor, Student Financial Aid department; the Division of International Affairs (if international student); and Toulouse Graduate School to learn more about any effects a leave of absence may have.*

For Leave of Absence procedure/form visit <https://tgs.unt.edu/new-current-students/forms>.

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## **Choosing a Thesis/Dissertation Committee**

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Beyond the Graduate Studies Team, students will receive most departmental support from their committee members. Students should make conscious efforts to form a committee from the beginning of their program to receive support and guidance early on for their research interests and career ambitions.

General expectations of faculty responsibilities for graduate student mentoring are available from the American Historical Association and summarized below. See: [https://www.historians.org/jobs-and-professional-development/statements-standards-and-guidelines-of-the-discipline/guidelines-for-advising-the-doctoral-dissertation-process-\(2023\)](https://www.historians.org/jobs-and-professional-development/statements-standards-and-guidelines-of-the-discipline/guidelines-for-advising-the-doctoral-dissertation-process-(2023))

**Major Professor:** The head of a doctoral or masters committee is known as the Major Professor. This should be a faculty member that best aligns with a student's research interests. All students are assigned an



initial faculty advisor when they are admitted into the program. Though we attempt to assign faculty that most align with the student's interests, students are encouraged to take courses from and reach out to various faculty members in their field to see who would be the best fit to lead the committee. This initial mentor can either transition into major professor or else help the student find a different major professor. Over the first year of study, some students develop new research interests, and it is common for them to find a different faculty member to serve as their major professor.

Committee members: After finding a major professor, students are ready to select their committee members in consultation with their major professor. Usually, a suitable committee member is someone with whom the student has taken or plans to take a class. In the case of doctoral committees especially, it is expected that students have taken at least one course with each member of their committee (with the exception of the outside member).

At the doctoral level, the student's committee consists of their major professor and at least four (4) other faculty members for a total of five (5). At the master's level, the committee consists of the student's major professor and at least two (2) other faculty members for a total of three (3). One of the five members of a doctoral committee must be an "outside member"—generally someone with a PhD who works in another department at UNT (i.e., a faculty member from the Department of English) or else a scholar from another university. Students at the doctoral level should select a committee member for each of their four comprehensive exam fields, with their major professor serving in one of these fields. The student's outside committee member should be determined in close consultation with the major professor.

Minor Committee Members: In the case of both MA and PhD students who declare a minor, one of their committee members must also be a faculty member from the department where that minor resides (i.e., a faculty member from the Department of Biology if the student's minor is Ecology).

Committee Functions: The successful working relationships that students hold with their major professors and committee members can range widely. Some major professors (and committee members) work closely with students, corresponding and meeting with one another often. Others do so infrequently. Much of this depends on the precise nature of an individual student's research. And since a student's specific needs also evolve as they progress through the graduate program and embark on their professional career, the role of their major professor and committee members change over time as well.

Degree Plan: All graduate students are required to choose their major professor and form their graduate committee at the time they file their degree plan.

Selection and Advising: In order to become well versed in our faculty members, their research interests, and capacity to serve on graduate student committees, please visit: <https://history.unt.edu/graduate/faculty-specialties>. Students are also encouraged to reach out to the graduate advisor, Dr. Goldmann, to consult on Major Professor and general committee member selection, committee changes, and any questions or concerns regarding committees.

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## Ph.D. Comprehensive Exams

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The basic goals of comprehensive exams are twofold: First, to provide Ph.D. students with an opportunity to demonstrate mastery of the major scholarly questions and conversations animating their specialized fields of study; and, second, to help transition doctoral students toward full-time work on their dissertation through the submission and approval of a dissertation prospectus.

Comprehensive exams are organized into two components: a set of written exams, and an in-person oral exam. Over the course of one week, students must pass four written exams (one in each of four exam fields). Then they must verbally support and defend their written answers in an in-person exam administered by their major professor and the other members of their graduate committee. During this oral exam, students will also present their dissertation prospectus for the approval of their graduate committee.

The specific format of written exams can vary widely depending on the field of study and on the pedagogical strategies that individual faculty members deem most appropriate for a particular student's circumstances. However, in general, the expectation is that students will prepare for these exams by reviewing a "reading list" of between 30 and 60 major works (books and/or articles) in each of their exam fields. In order to ensure sufficient study time, these lists should be determined and discussed with committee members several months in advance. On each actual day of the written exam week, students will be given their exam questions—usually one or two for each field of study—and will be expected to respond in writing using specific examples drawn from their reading lists. In any given field of study, successful written exam responses demonstrate a high level of comprehension and fluency in the scholarly literature by precisely summarizing and interpreting the field's major debates and methodological approaches.

After passing written exams, students will then provide their major professor and committee members with a dissertation prospectus to read and review in advance of their oral exam. The oral exam itself typically lasts for two to three hours. During the first part of this exam, committee members have a chance to ask questions related to the student's written exam responses. These conversations usually generate new questions about the scholarship in a student's exam fields. After covering these fields of study sufficiently, the exam will shift toward the consideration of the student's dissertation prospectus. The outside committee member need only participate in the dissertation prospectus questioning during the second hour of the oral exam. In order to pass the oral exam, students are expected to answer all questions in their exam fields as well as those regarding their dissertation prospectus in a thoughtful, confident, and convincing manner.

### How to Schedule:

Ideally, doctoral students will take their comprehensive exam in the final semester of their coursework. However, students have one year after completing their coursework to then complete their Comprehensive Exam (both oral and written exam), or typically referred by department as "Comps." Please note students with a Teaching Assistant or Teaching Fellow position have additional requirements; PhD students who fail to pass their comprehensive exams or master's students who fail to defend their MA thesis within one semester of finishing their coursework may be dismissed from the TA/TF program. It is up to students to

keep track of when their Comps should be completed by, but the Graduate Student & Program Specialist will ensure compliance. Graduate students will also be given ample notification of upcoming time limitations when auditing the student files (completed at the end of every semester).

**Note:** *Students cannot register for dissertation hours until Comps are completed & passed - For this reason most students want to be done with both their oral and written comps before the 12th day of class (Census) in order to enroll for that semester. Students who are TA/TF for the upcoming semester MUST be done with oral and written comps at least 2 business days prior to 1<sup>st</sup> class day of semester, in order for all paperwork to be completed so they can be enrolled in required hours and be classified as “level 3” to receive pay increase.*

When scheduling Comps exams students must contact the Graduate Student & Program Specialist via email (students must copy their major professor and committee members in the email) at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu) in order to verify they are eligible to be scheduled and, if they are, to be scheduled on the department calendar.

Students eligible to be schedule for their Comps exams must have the following:

- Most up-to-date Degree Plan on file with both the History Department and Toulouse Graduate School. Demonstrating completion of all courses required prior to Dissertation hours. Student degree plans on file will be compared to their transcripts, taking into account any degree plan changes that have been filed after the original degree plan was approved.
  - If a degree plan needs be updated, students will receive an email to let them know what they need to change. Students will need to turn in a degree plan change form (or a new degree plan if changes are too extensive) to the Graduate Student & Program Specialist **at least** one month prior to their Comps, so there is enough time to process it.
- Degree plans must not have any outstanding grades of “Incomplete”, and that their GPA is meeting the program’s requirements of 3.6 GPA or higher on a 4.0 scale.
- Met Foreign Language Requirement. See “Foreign Language Requirement” section for more details on how to check if they have met this.

Once students requesting to be scheduled for Comps are confirmed to be eligible, their names will be added to the Comps event departmental calendar during the time window that they choose.

### Written Comps

When the time comes for the Written Comps exam days, students who are scheduled to take Comps will receive an email a week or two before with a list of the rules they need to be aware of.

Written exams will be administered electronically.

Students will be responsible for taking their written examinations in a location of their choosing (typically at home or in an office). Students will be able to select which committee members' questions they would like to answer each day. Students will receive their questions at 8 am and must be finished by 4:45 pm each

exam day, at which time they should email [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu) with their answer as a file attachment.

Exam answers will be sent to the appropriate committee member by the Graduate Studies Assistant. Committee members should notify the Graduate Studies Assistant of the student's grade within 4 days, so students can be notified within a week via email by the Graduate Studies Assistant if they pass or fail. This allows the student to schedule their oral comprehensive exam 10 days out from the written exam.

### **Oral Comps**

10-21 calendar days after the completion of the written portion of the Comps Exam, students must complete their Oral Comps, which is also combined with their dissertation proposal to their committee. The Oral Comp date must be scheduled on the calendar no later than when students start their written comps – either the student or major professor must communicate the scheduled time to the Graduate Studies Assistant either in person (WH 225C) or via email at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu), in order to be scheduled on the departmental calendar. Unlike written comps, oral comps will take place on one day only, typically for a duration of 2 hours (unless longer is requested).

**Note:** *The 10-21 day rule can be waived if the student needs to take the oral comps sooner or later than that, with written approval of their entire committee, the department chair, and the graduate advisor. The major professor or student should initiate this process, as they are requesting the exception.*

The outside, or fifth, committee member (outside of the History department, but can be from some other department at UNT, or outside UNT entirely) must be added via Degree Plan Change form by the time they are sitting for oral comps. All necessary paperwork for this addition should be processed before the oral comps take place. Please contact the Graduate Studies Assistant via email at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu) for more information, if applicable.

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## **Dissertation Prospectus**

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The primary goals of a dissertation prospectus are to articulate the contours of a student's dissertation research and to establish a plan for completion. While the precise format of a prospectus will vary depending on the needs of the student, successful prospectuses (typically around 5,000 words, minus notes and bibliography) generally share the following basic components:

1. A working dissertation title that communicates your project's major empirical and methodological concerns.
2. An introductory narrative that states the primary empirical and interpretive questions that guide your dissertation research, and that also states the broader significance and value of your dissertation to your fields of study (and beyond).
3. A review narrative that discusses the current state of the field(s) that your dissertation will address, along with any historiographical questions or debates to which your dissertation will respond.

4. A research and writing plan that identifies specific archival collections (or other primary sources) that you will consult, when you will consult them, and that also identifies which parts of your dissertation you plan to write first.
5. A working table of contents with chapter titles and descriptions.
6. A working bibliography organized into two sections—one listing primary sources, and one listing secondary sources.

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## What *is* a Dissertation or Thesis?

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### Dissertation

Conventionally, a Ph.D. dissertation in history is a written document that describes the methods and results of an historical research project based on the analysis of primary sources that responds to scholarly discussions in a given field of study with new evidence and perspectives. The dissertation serves as the most important element of doctoral education in history, and demonstrates the Ph.D. candidate's ability to contribute substantial, careful, and original work to scholarly conversations. A typical dissertation is somewhere between 150 and 250 double-spaced pages in length, 40,000 – 70,000k words, and consists of four – six, or more, chapters along with an introduction, a conclusion, and a bibliography. Consider that some students will have more visuals than others, based on the nature of their research topic.

### Thesis

The thesis can either be focused on original research or an original work of synthesis. A typical thesis consists of two or three chapters, along with an introduction, conclusion, and bibliography, and runs about 80 to 120 pages in length. What differentiates this from a seminar paper is its structure, as it has chapters that add precision, clarify, and expand on the overall contribution of the thesis. The faculty member has the authority to decide whether the thesis is acceptable.

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## Defending the Dissertation or Thesis

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In the UNT Department of History, dissertation and thesis defenses are private and the protocol for administering them is straightforward. Students meet with the faculty members of their dissertation or thesis committee, typically in one of our department's seminar rooms or in the departmental library. Once the defense has convened, the student is asked to step out of the room for a few minutes while their major professor and committee members discuss the best way to organize their comments and questions. The student is then asked to return to the room, and usually expected to open the defense with a brief, conversational discussion of their dissertation or thesis that highlights the project's major innovations and strengths. Each member of the student's committee is then provided with an opportunity to raise their questions and concerns about the dissertation or thesis project, questions that the student is expected to adequately answer. Generally speaking, if a student is receiving increasingly difficult and challenging questions from their committee members, it's a sign that the defense is going very well. In most cases, the

final set of discussions during a successful defense concern the project's next steps, such as the future revision of the dissertation into a book. At the conclusion of the defense, the student is again asked to step outside the room while their committee deliberates the sufficiency of the student's responses to their questions and concerns and decides whether or not the student has passed. The student is then asked to return and provided with a summary of the committee's decision and remarks. From start to finish, the defense usually lasts between 90 and 120 minutes.

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## Master's & Doctoral Defenses

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When students have completed all degree requirements and are ready to defend their thesis or dissertation (or take their Master's comprehensive exam in lieu of thesis), it is their responsibility to notify the Graduate Studies Assistant that they will need to schedule a defense. A student's major professor may schedule it on the behalf of the student.

The following will be verified to make sure students are eligible to be schedule to defend their Thesis/Dissertation:

- Student(s) have applied to graduation. For more information on How To Apply for graduation visit the following link, <https://registrar.unt.edu/graduation-and-diplomas/information-for-graduates>
- No grades of "I", or incompletes, on student record/degree plan.

*The following steps only apply to Master's students, as these should have already been completed for Ph.D. students at the time of their comps.*

- Most up-to-date degree plan on file with both the History Department and Toulouse Graduate School.
- Met the language requirement. **Note:** *If students are completing a Master of Science degree, there is no language requirement. See "Foreign Language Requirement" section for more details on how to check if they have met this.*

Once the Graduate Student & Program Specialist has verified that all of the above items are completed of (or are at least set in motion to be completed in time), the defense will be scheduled on the departmental calendar.

### Defense Paperwork

The day a student's defense is schedule to take place three forms will be provided to the Major Professor by the Graduate Student & Program Specialist. The list is below:

- Oral Defense Form
- UNT Oral Defense Evaluation Rubric
- 2014 Fall UNT Diss-Thesis Evaluation Rubric

The Oral Defense Form will be sent to Toulouse Graduate School within 48 hours of scheduled defense date. It is up to the student to follow the instructions provided by Toulouse Graduate School in regards to submitting their Thesis/Dissertation into Vireo in the appropriate time frame.

### **Oral Comprehensive Exam (Master's Non-Thesis Option)**

The non-thesis exam is an oral exam that lasts 60-90 minutes. Each committee member asks the student questions related to the coursework the student has taken with them.

Students requesting to be scheduled to complete their oral comprehensive exam must contact the Graduate Studies Assistant via email at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu) (must copy major professor on email). Before the student(s) can be scheduled to take their exam, the Graduate Studies Assistant will verify they are eligible to be scheduled. Once they have been verified to have completed all the required items (see above for items) they will be scheduled on the departmental calendar.

On the day of the exam, the major professor will be provided with two (2) forms from Toulouse Graduate School that are required for the non-thesis exam. The list of forms needed is below:

- Final Comprehensive Examination/Project Form
- 2014 Fall UNT Non-Thesis Evaluation Rubric

**Note:** *Both forms must be returned to the Graduate Studies Assistant in order to be processed.*

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## **What does failure look like?**

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### **Comprehensive Exam Failure**

PhD students are expected to pass their comprehensive exams within one long semester of completing their coursework. Our departmental experiences have demonstrated that the PhD students most likely to fail their comps are the ones who delay the process the longest.

Expectations for written examinations should be high. After several years (or more) of graduate-level coursework, students are expected to be well-skilled in the critical appraisal of secondary literature. Even if students are unable to fully “master” the literature of a minor field of study, they should at least be conversant with the current state of the field in relation to their own developing areas of expertise.

Likewise, expectations for the dissertation prospectus need to be high. At a minimum, the student needs to demonstrate how their proposed research will respond to major problems in their fields of study, and identify with specificity how they think their interpretation of the primary sources will contribute new insights toward solving those problems.

It is common for faculty to feel an urge to pass their underperforming students during comps, but our departmental experience has demonstrated that doing so is a mistake. If PhD students haven't been able to develop these basic research skills and critical sensibilities over their years of graduate coursework with faculty assistance, then they certainly won't be able to develop them on their own while working on a



dissertation. A “sympathy pass” does no one a favor. It creates extra mentoring work for our faculty colleagues and simply postpones for the student what is usually inevitable—a failure to finish an acceptable dissertation.

### **Dissertation Defense Failure**

Usually, a dissertation defense is a failure if the dissertation does not articulate its contribution to the field, has limited to no original research (all synthesis), and presents an uncritical approach that needs further interrogation. A dissertation should not go to defense if it won’t pass. Although it is not always possible, ideally the Major Professor and committee members should agree ahead of time if they think the dissertation is okay to go forward with defense.

Customarily in our department when a dissertation defense has been unsuccessful the committee provides the student with an opportunity to make revisions and try a second time, usually within one year. However, this may not be possible in the case of students who have reached their 8-year time limit.

The Director of Graduate Studies can, at discretion, find an external reviewer in the department, UNT, or elsewhere, depending on the circumstance, to help navigate problems that may arise amongst committees with a student who does not pass their comprehensive exams, dissertation defense, thesis defense, or non-thesis exam.

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## **Formatting and Filing the Dissertation/Thesis**

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A student’s thesis or dissertation, along with all associated forms and materials, must be submitted electronically, via a submission tool called Vireo (instructions are on the Thesis Manual Page, <https://tgs.unt.edu/thesis-manual>). Once the student has submitted their thesis or dissertation, the Major Professor will receive an email from the Vireo system; the response and approval of the student’s submission by the Major Professor is required before the Graduate Reader can begin their review of the submitted documents, and before the student can be reviewed for graduation approval. There is a mandatory \$20 “archive” fee for submitting theses and dissertations. As part of UNT’s commitment to openness, students will be urged to make their dissertation or thesis available on-line without imposing any restrictions. This may not always be the best option for writers or literature scholars, however, so please discuss this important matter with your students, as the major professor will in any case be asked to approve the availability option that they have selected.



## Satisfactory Progress Policy for Ph.D. Students in History

### Milestones for Satisfactory Progress

These milestones are meant to function as general guidelines for satisfactory progress. The progress of students not passing these milestones at a steady rate may be deemed unsatisfactory.

Doctoral Milestones:

Semester	What you should have completed
First Semester	<ul style="list-style-type: none"> <li>In consultation with faculty advisor and the Graduate Student Advisor, student should schedule nine (9) graduate hours.</li> <li>Students pursuing a PhD degree and who have not already satisfied the foreign language requirement should begin the work necessary to do so (see foreign language requirement section). Ph.D. students must fulfill the language requirement before they schedule their comprehensive exams.</li> </ul>
Second Semester	<ul style="list-style-type: none"> <li>In consultation with faculty advisor and the Graduate Student Advisor, student should schedule nine (9) graduate hours including one (1) three-hour seminar and HIST 6000. (BA-PhD students should take HIST 5940).</li> <li>In addition, student MUST have in place a committee for their comprehensive examination and submit a Degree Plan by the completion of eighteen (18) history graduate-level hours.</li> </ul>
Third Semester	<ul style="list-style-type: none"> <li>In consultation with their major professor, student should schedule nine (9) graduate hours including two (2) three-hour seminars.</li> </ul>
Fourth Semester	<ul style="list-style-type: none"> <li>In consultation with their major professor, student should schedule one (1) three-hour seminar.</li> <li>Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> <li>Once eligible (completed 30 hours of coursework, met the language requirement), student must successfully defend their Comprehensive Examinations, which includes approval of dissertation topic within one calendar year.</li> </ul>
Fifth Semester	<ul style="list-style-type: none"> <li>In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> </ul>
Sixth Semester	<ul style="list-style-type: none"> <li>In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> <li>Students should begin/continue work toward their dissertation. Students must take a minimum of twelve (12) dissertation hours prior to their dissertation defense.</li> </ul>

Seventh Semester	<ul style="list-style-type: none"> <li>• In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>• Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> </ul>
Eighth Semester	<ul style="list-style-type: none"> <li>• In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>• Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> </ul>
Ninth Semester	<ul style="list-style-type: none"> <li>• In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>• Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> </ul>
Tenth Semester	<ul style="list-style-type: none"> <li>• In consultation with their major professor, student should schedule one (1) three-hour HIST 6950 dissertation hours.</li> <li>• Students with a TA or TF position (or other university funding) requiring full-time enrollment must schedule six (6) additional graduate hours.</li> <li>• Upon completing the dissertation, the student will make a final oral defense over that completed research.</li> </ul>

### **Satisfactory Progress for Students who are ABD (after successful completion of Comprehensive Examinations)**

To determine satisfactory progress for students who are ABD, the student's major professor will evaluate annually the student's progress toward completing the dissertation at the request of the Director of Graduate Studies. The major professor will review the student's progress through the various stages of the dissertation process: passing exams, the writing of the prospectus, the timely submission of dissertation chapters, and the scheduling of the dissertation defense. The major professor's evaluation provides an important measure of satisfactory progress.

A student found by their major professor or the Grad Advisor to be in noncompliance with department or university policies for Satisfactory Progress will be evaluated as unsatisfactory and will receive a Notice of Unsatisfactory Progress. The student must then schedule an appointment for advising with the Grad Advisor. Failure to schedule an appointment for advising will result in another Notice of Unsatisfactory Progress. If the unsatisfactory evaluation is not the student's first, the student may also be placed on probation or removed from the Ph.D. program.

### **Probation**

When a student receives one grade of "C" or below, and/or one grade of Incomplete, the student will receive a Notice of Probationary Status and will be placed on probation for the remainder of the coursework phase of his or her program. Likewise, two unsatisfactory evaluations may result in a student being placed on probation. The Graduate Student Advisor will notify the student of their probationary status and will send copies of the notice to the student's major professor, the Director of Graduate Studies, and Toulouse Graduate School. Another copy will be placed in the student's file.

After receipt of notice of probationary status, the student must schedule a meeting with the Graduate Student Advisor to discuss his or her plans for doctoral study. Failure to schedule and keep an appointment for advising may result in another Notice of Unsatisfactory Progress. Students on probation may not withdraw from any future courses without the consent of their major professor and the graduate adviser. Unauthorized withdrawal constitutes grounds for removal from the program.

### **Removal from the Ph.D. Program**

The Director of Graduate Studies will notify the student of their removal from the program and will send copies of the notice to the student's major professor, the department chair, and Toulouse Graduate School. The student then has one week to make a formal written response to the Director of Graduate Studies. Should the decision to remove the student from the program stand, the Director will send the student a confirmation of removal and will copy the parties named above.

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## **Satisfactory Progress Policy for Master's Students in History**

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### **Periodic Evaluations**

The Department of History will periodically (at least once a year, usually over the summer) evaluate each Masters student. The evaluation will be based on the student:

- Maintaining a satisfactory academic record (3.5 GPA and no more than one incomplete per academic semester)
- Achieving the milestones for Satisfactory Progress in a timely manner.

The Graduate Student Advisor, Dr. Goldmann, will perform this evaluation with input from the student's major professor. The Department may review a student's record at any time to make an evaluation of satisfactory progress and act accordingly.

### **Milestones for Satisfactory Progress**

These milestones are meant to function as general guidelines for satisfactory progress. The progress of students not passing these milestones at a steady rate may be deemed unsatisfactory.

MA/MS with Thesis:

Semester	What you should have completed
First Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty mentor and the Grad Advisor, students should schedule nine (9) graduate hours including HIST 5940: Historical Bibliography.</li> <li>• Students pursuing a MA degree and who have not already satisfied the foreign language requirement should begin the work necessary to do so (see UNT graduate Catalog).</li> </ul>
Second Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty mentor and the Grad Advisor, students should schedule nine (9) graduate hours.</li> </ul>

	<ul style="list-style-type: none"> <li>• In addition, student MUST have in place a committee and submit a Degree Plan by the completion of eighteen (18) history graduate-level hours.</li> </ul>
Third Semester	<ul style="list-style-type: none"> <li>• In consultation with major professor, students should schedule nine (9) graduate hours including two (2) three-hour seminars.</li> </ul>
Fourth Semester	<ul style="list-style-type: none"> <li>• In consultation with major professor, students should schedule six (6) thesis hours.</li> <li>• Students with a TA position or other university funding requiring full-time enrollment must schedule nine (9) graduate hours.</li> <li>• In addition to coursework, students should successfully defend their MA/MS thesis.</li> </ul>

MA/MS without Thesis:

Semester	What you should have completed
First Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty mentor and the Grad Advisor, students should schedule nine (9) graduate hours including HIST 5940: Historical Bibliography.</li> <li>• Students who have not already satisfied the foreign language requirement should begin the work necessary to do so (see UNT graduate Catalog).</li> </ul>
Second Semester	<ul style="list-style-type: none"> <li>• In consultation with faculty mentor and the Grad Advisor, students should schedule nine (9) graduate hours.</li> <li>• In addition, students MUST have in place a committee for their comprehensive examination and submit a Degree Plan by the completion of eighteen (18) history graduate-level hours.</li> </ul>
Third Semester	<ul style="list-style-type: none"> <li>• In consultation with major professor, students should schedule nine (9) graduate hours including two (2) three-hour seminars.</li> </ul>
Fourth Semester	<ul style="list-style-type: none"> <li>• In consultation with major professor, students should schedule six (6) graduate hours.</li> <li>• Students with a TA position or other university funding requiring full-time enrollment must schedule nine (9) graduate hours.</li> <li>• In addition to coursework, students must successfully complete their oral comprehensive exam for the MA/MS degree.</li> </ul>

### Probation

When a student receives one grade of “C” or below, and/or one grade of Incomplete, the student will receive a Notice of Probationary Status and will be placed on probation for the remainder of the coursework phase of his or her program. Likewise, two unsatisfactory evaluations may result in a student being placed on probation. The Graduate Student Advisor will notify the student of their probationary status and will send copies of the notice to the student’s major professor, the Director of Graduate Studies, and Toulouse Graduate School. Another copy will be placed in the student’s file.

After receipt of notice of probationary status, the student must schedule a meeting with the Graduate Student Advisor to discuss his or her plans for doctoral study. Failure to schedule and keep an appointment for advising may result in another Notice of Unsatisfactory Progress. Students on probation may not withdraw from any future courses without the consent of their major professor and the graduate adviser. Unauthorized withdrawal constitutes grounds for removal from the program.

### **Removal from the Master's Program**

The Director of Graduate Studies will notify the student of their removal from the program and will send copies of the notice to the student's major professor, the department chair, and Toulouse Graduate School. The student then has one week to make a formal written response to the Director of Graduate Studies. Should the decision to remove the student from the program stand, the Director will send the student a confirmation of removal and will copy the parties named above.

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## **Special Problems (Independent Study) Procedure**

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If a student wishes to take a special problems course during the Fall or Spring semesters, the student should discuss it with the professor they wish to conduct the course. The professor has the ultimate authority to decide whether to proceed with a formal request or not. A formal request requires the professor to fill out a Department of History Special Problems Request form (found in History faculty Teams) and send it to [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu). The Graduate Student Committee (GSC) will consider any special problems requests submitted by professors within the first week after registration opens for fall and spring semesters. A decision can be expected within 2 weeks after the submission deadline. If the committee approves the request the student will be registered. No students will be registered outside of this process.

The process for requesting a special problems course for the summer semester differs. If a student wishes to take a special problems course during the summer semester, they should discuss it with the professor they wish to conduct the course. If the professor agrees to the course, they can fill out the Special Course Registration form on the department website: <https://history.unt.edu/forms/course-registration-form>, and the Grad Program Assistant will take care of the registration process.

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## **Major Professor Responsibilities**

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### **Department Grad Program Advising Culture**

Major professors clarify and coordinate the roles of the other committee members, especially if other committee members are more aligned with the student's area of study.

Major professors are encouraged to write recommendation letters and to offer to write them for students. Major professors are also encouraged to help their advisees with grant applications, especially when they are

needed to get access to archives for research. It can also be useful to advisees if major professors include information to them about internal research resources at UNT and give advice on primary sources.

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## Committee Member Responsibilities

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Each committee member provides a list of 30 – 50 books for students to prepare for their comprehensive exam. Once the student is scheduled to take their comprehensive exam, the Graduate Studies Assistant will gather written comprehensive exam questions on their behalf. Each committee member usually provides one or two questions per each field of study. As a question option, committee members may require students to develop a syllabus and self-ethnography of course design. In this case, students can be advised to quantify the objectives of the course, why the books they used were chosen, and how they are going to assess the objectives/students. Students must use certain vocabulary, especially with regards to accreditation.

### Outside Committee Member Role

The outside committee member operates as someone with supplemental expertise and serves as an external reader. The outside committee member may bring some prestige that the student might not otherwise have as a UNT student. Outside committee members should not be chosen because of their status as a friend of faculty/UNT. For the PhD oral comprehensive exam, the outside committee member should be present to ask questions about the dissertation prospectus, which takes place during the second hour/half of the comprehensive exam. The outside committee will also be an active member of the committee and will be present at the dissertation defense.

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## Departmental Paperwork & Deadlines

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### Admissions

The MA/MS program requires applicants to have 2 recommendation letters with their application. The PhD program requires applicants to have 3 recommendation letters with their application. The deadline for faculty to send recommendation letters on behalf of applicants is January 15<sup>th</sup>, for fall semester entry to the graduate program.

### TA & TF Applications

TA and TF applications require students to have 2 letters of support from UNT Department of History faculty. The deadline to send letters of support on behalf of students applying to be a TA or TF is January 15<sup>th</sup>.

## Travel Grants

Travel Grant Award applications require students to submit a short statement of recommendation (may be 2 or 3 sentences) from their major professors indicating their support for the grant. The department deadlines to send the statements of recommendation align with CLASS travel deadlines, which can be found here: <https://class.unt.edu/advising/graduate-student-travel-support-grants>. Students should provide their faculty recommenders with the deadline date.

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## Graduate Student & Program Specialist Role

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Cairan Bergstrom is the Graduate Student & Program Specialist. His office is located in Wooten Hall 227. He is available Monday – Friday, 8:00 am – 5:00 pm. Cairan functions as administrative support for the graduate studies team. He schedules comprehensive exams and defenses & coordinates applications for admission, travel grants, and teaching assistantships and fellowships. If you have any questions about graduate program policies, you can reach him at [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu).

### Reach out

If you have information you would like to share with all of the graduate students, using the graduate student email groups, please email me at [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu) with the information you would like shared, and I will get it sent out. I can target only Doctoral students or only Master's students, if needed.

If you have questions about providing recommendation letters for applicants or letters of support for TAs/TFs, you can email me at [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu).

### Paperwork

It is the responsibility of the student to schedule their comprehensive exam and defenses with me at [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu), but Major Professors should check in with students to see what they still need to complete to be eligible to schedule. To be eligible to take the comprehensive exam, PhD students must have all coursework completed with no grades of Incomplete, they must have their language requirement fulfilled, they must have their outside committee member set, and they must make any necessary degree plan changes (adding coursework or adding/removing committee members).

The Graduate Student and Program Specialist sends comprehensive exam and defense paperwork and rubrics to Major Professors one week prior to the student's scheduled oral comprehensive exam date or thesis/dissertation defense date. After the defense, all paperwork and rubrics should be returned to [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu), with the thesis/dissertation title filled out and with all committee signatures. Alternatively, all committee members can provide digital confirmation emailed to [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu) saying they approve me signing the paperwork on their behalf. Please do remember to provide the student's thesis/dissertation title as there is no record of it otherwise.

### Faculty Teams

Cairan is responsible for maintaining the MS Teams group *History Grad Faculty Resources* where History faculty can access their mentor and committee assignments. They can also access the Special Problems/Independent Study Request Form. If you see any incorrect information, or if you need to be added to the Teams group, you can email [HistoryGradProgram@unt.edu](mailto:HistoryGradProgram@unt.edu).

### Graduate Student Spaces

The Grad Program Specialist maintains the Graduate Student Lounge (WH 211) and TA/TF Offices (WH 210). The graduate student TA/TF offices are located in Wooten Hall 210. The TA & TFs office hours will be displayed each semester outside of the room door. Each TA/TF has a mailbox labeled with their name located in the office, so faculty can leave any mail for them there.

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## Mentoring Teaching Assistants/Teaching Fellows

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### Purposes of the TA Program

Our TA/TF program pursues three goals that can sometimes conflict: 1- provide quality instruction for undergraduate students; 2- provide quality instructional support for faculty; 3- provide graduate students with opportunities to gain experience and improve their teaching. One of the best ways to bring balance to these competing priorities is for faculty who are working with TAs to think of themselves as mentors.

### Mentorship Expectations

1. Meet with your assigned TA to discuss learning goals, course expectations, and their role as a TA in your course.
2. A TA opportunity not only provides valuable teaching experience, but also an opportunity to form a professional relationship with a faculty member focused on the student's development as a teacher.
3. As with other mentoring relationships, in addition to respect, trust, and cooperation, clear communication and expectations are essential for a successful partnership.
4. Faculty instructors are well-positioned to help TAs think about the prior understandings (including misconceptions) that students tend to bring into a course. Faculty should be encouraged to discuss with your TA, strategies for productively engaging with and addressing these during the course.
5. Faculty will help TAs develop as teachers by sharing and modeling the methods that are most effective for teaching within their particular field or discipline.
6. Meet regularly with your TA to provide (and receive) feedback, discuss how the course is going, and respond to questions or concerns the TA may have. Bear in mind that the TA may be nervous about their first forays into teaching and maybe in need of support.
7. Please use a rubric as a useful way to clarify the goals of the assignment and to promote consistency in grading practices. If there are multiple TAs, rubrics are a good way to ensure consistency.



8. As the TA will generally be present during lecture or class, consider having them participate by facilitating learning activities and/or teaching part of (or a whole) class session. You should still be present if a TA teaches a class session in order to be able to provide feedback on their participation.
9. Provide your written reflection—on the TA evaluation form—of the TA's contributions, role, and teaching strengths during the course for them to use in their professional development and the graduate committee selection of the Teaching Assistants for the next academic year.
10. After the course is over, schedule a meeting with the TA to debrief how the course went. This is an excellent opportunity for the TA to reflect on what may be their first teaching experience and to provide feedback that may be useful for you for improving the course in future iterations.

### **Types of Assistantships**

Teaching Assistant (TA): Teaching assistants are graduate students who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process, such as grading, tutoring, etc. Teaching assistants may not be listed as instructor of record.

Teaching Fellow (TF): Teaching fellows are graduate students who are assigned as the instructor of record for a course. To qualify as a teaching fellow, a student must first take the Teaching College History course, offered each spring.

### **Teaching Assistant (TA) Duties and Responsibilities**

The following are the duties and responsibilities of a Teaching Assistant:

1. TAs can only work 20 hours a week so please balance out your assignment grading accordingly.
2. TAs can grade (with direction and rubrics provided from the assigned instructor) exams, papers, and projects.
3. TAs are responsible for grading an assignment with one week of the original assignment due date.
4. TAs must attend all in person class lectures.
5. TAs must keep attendance for audit rolls and financial aid purposes.
6. TAs can proctor exams.
7. TAs must hold office hours to meet with students regarding coursework.

### **The following are NOT the duties and responsibilities of a Teaching Assistant:**

1. TAs can NOT complete audit roles or post final course grades.
2. TAs can NOT independently create assignment grading rubrics – those MUST be provided by the instructor of record.
3. TAs can NOT offer students incompletes for the course – that is the decision of the instructor of record.

4. TAs are NOT required to lecture or teach a class. You can offer the opportunity but the TA can decline the opportunity.

5. TAs can NOT be asked to “guest lecture” more than 3 class sessions in a semester.

### Teaching Assistant/Fellow Summer Employment Policy

The selected Teaching Assistant/Fellows of an academic year may have the opportunity to have summer employment with the department. Due to the department needs summer employment is not guaranteed and seniority status does not apply to this selection process.

Selection of summer TA/TF employment is dependent on the following requirements:

- Students must have a signed Code of Conduct agreement form on file with the department.
- Students must have no active incompletes.
- Students must have no misconduct cases in the review or appeal process.
- Students must have good supervisory evaluations from both the assigned instructor of record and Dr. Courtney Welch, Associate Director of Graduate Studies
- Students must have a degree plan on file with the department.
- Masters candidates must have a minimum of a 3.5 GPA.
- Doctoral candidates must have a minimum of 3.6 GPA.

Preferences will be given to All-But-Dissertation (ABD) graduate students for summer employment. If a student has exhausted their 10 semesters (Fall/Spring) of funding then they are automatically eliminated from the selection process.

***Please note:*** According to university policy, Teaching Assistants must be able to do their work from inside the state of Texas. If a Teaching Assistant lives outside the state of Texas, then a signed Flexible Work Arrangement (FWA) form needs to be on file with the department before the semester begins. The link to the FWA form can be found at:

<https://policy.unt.edu/sites/default/files/05.022%20Flexible%20Work%20Arrangement%20-%20Form.pdf> . *Submitting this form may not guarantee approval.*

### Teaching Assistantship Faculty Training Opportunities

In September and February, the TA/TF Program Director, Dr. Welch, will conduct in-person and online events for faculty working with TAs to discuss their experiences and questions. Ample notice of these events will be given by Dr. Welch or the Grad Studies Assistant.

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## HIST Graduate Studies Team Contact Information

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The Graduate Studies Team is here to support all of our graduate students. Please view our roles below so you know who to contact for what issues and how to contact them. For more general program information, please email us at [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu).

**Director of Graduate Studies**

Michael Wise, Ph.D.

Wooten Hall Room 259

E-mail: [michael.wise@unt.edu](mailto:michael.wise@unt.edu)

Contact for: graduate student concerns including academic conduct, program funding, and curriculum-related questions. Primary contact for college-level and university-level concerns.

**Associate Director of Graduate Studies,****Graduate Student Advisor**

Kerry Goldmann, Ph.D.

Wooten Hall Room 241A

E-mail: [kerry.goldmann@unt.edu](mailto:kerry.goldmann@unt.edu)

Contact for: academic advising and discussing graduate student issues, including professional development, post-grad life, and academic scheduling concerns.

**Associate Director of Graduate Studies,****TA/TF Program Director**

Courtney Welch, Ph.D.

Wooten Hall Room 231A

E-mail: [courtney.welch@unt.edu](mailto:courtney.welch@unt.edu)

Contact for: questions and concerns related to Teaching Fellow/Assistant activities, training, responsibilities, and academic conduct concerns.

**Graduate Student & Program Specialist**

Cairan Bergstrom, M.A.

Wooten Hall Room 227

Phone: (940) 565-2489

E-mail: [historygradprogram@unt.edu](mailto:historygradprogram@unt.edu)

Contact for: questions about degree progress, course enrollment, application materials, documentation, as well as facilities and office spaces.