

UW DEPARTMENT OF HISTORY

GRADUATE PROGRAM HANDBOOK

MAY 2026

the Graduate Program in History is designed for students who plan to pursue a doctoral degree within our program. Therefore, we typically do not admit students who wish to complete only a terminal Master of Arts (MA) degree in history. If your goal is to obtain a terminal MA, you should consider other graduate programs that better suit your needs.

Applicants who do not hold a Master's degree in history will generally be admitted to our graduate program at the MA level.

This handbook provides information for History graduate students (and their supervising faculty) about and policies, procedures, and requirements for students in the History Department's MA and PhD degree programs, including relevant departmental policies and policies of the University of Washington and the UW Graduate School.

Students are responsible for knowing and understanding UW, Graduate School and History Department information. For more information, see:

- [The University of Washington](#)
- [UW Student Guide](#)
- [The UW History Department](#):
- [The UW Graduate School](#)

Degree requirements, policies and procedures are set in part by UW's Graduate School and in part by the Department of History. These requirements are subject to change at any time.

- Students must satisfy the degree requirements that are in force at the time the degree is awarded. It is the student's responsibility to be aware of these requirements: Students should consult all relevant information on the History Department's website and the Graduate School's website.
- Graduate students are encouraged to consult with members of the History Graduate Office on all matters of History Department and Graduate School rules, regulations, requirements, policies and procedure

The handbook also offers an overview of key information for graduate students, such as basic terms, policies and procedures, and benchmarks for academic progress. For additional guidance and advice on course selection, language training, field and exam preparation, research and writing, teaching and pedagogy, career planning etc. students should consult with their faculty supervisors.

Finally, this handbook also highlights resources—departmental, UW, and external—to support students' professional development, funding, and quality of life as they navigate

the program. This handbook seeks to bring information on graduate student funding including departmental fellowships, Academic Student Employee (ASE) appointments, and other sources of funding for graduate studies which often tie issues of academic achievement to issues of funding, employment, and benefits such as healthcare. However, given the limited scope of this handbook, students should consult the Academic Student Employee (ASE) Union (UAW 4121) website for additional details and guidance.

Beyond formal administrative structures and professional resources, graduate students depend on informal guidance and support from staff, faculty, and current and former students in the program. Student organizations, especially the Graduate Liaison Committee (GLC), are important resources for peer-to-peer support and guidance. *Please reach out for assistance when you need it!*

Graduate study is exciting, challenging, and sometimes frustrating. We hope you will ultimately find it rewarding. There are a wide variety of services and support systems available to you. Use this handbook as a guide, but don't hesitate to ask for questions, clarifications, or advice as you need it!

CONTENTS

The History Department Community	5
Sources of Information and Communication	8
Information for History Graduate Students	15
The History Graduate Program: General Information	24
The History MA Program	46
The History PhD Program	55
Graduate Student Funding	73
Smith Hall and History Department Spaces	87
History Committees and Organizations	97
History Department Resources	100
History Department Events.	102
Appendix A: HSTRY 600: Graduate Independent Study Form	104
Appendix B: HSTRY 800: Dissertation Research And Writing Form	106
Appendix C: MA Committee and Fields Forms	107
Appendix D: PhD Committee and Fields Forms	118

THE HISTORY DEPARTMENT COMMUNITY

The UW History Department is committed to training professional historians who advance scholarly understanding of the past as well as teach and engage broader publics. We want to foster an academic environment that enables learning and intellectual growth. To those ends, we aspire to build an inclusive, supportive, intellectually rigorous community that meets the needs of all of its members and in which everyone in our community feels respected.

Department Administrative Faculty

- Chair of the History Department - Professor Adam Warren
 - awarren2@uw.edu
 - Smith 308C
- Director of Graduate Studies - Professor Christopher Tounsel
 - ctounsel@uw.edu
 - Smith 212A
- Director of Undergraduate Studies - Professor Charity Urbanski
 - urbanski@uw.edu
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Department Staff

- Administrative Assistant: TBD
- Director of Academic Services - Tracy Morrissey
 - tmasch@uw.edu
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- Finance Analyst: Frances Zielonka
 - zielofr@uw.edu
- HR Manager Anna Sycz
 - asycz@uw.edu
- Graduate Program Assistant - Lori Anthony
 - histgrad@uw.edu
 - Smith 315B
- Undergraduate Adviser - Mark Weitzenkamp
 - histadv@uw.edu
 - Smith 315A
- History Writing Center Director- Julie Osborn
 - histwctr@uw.edu

- Smith 210C
- History Library Instruction & Reference Coordinator – Dan Mandeville
 - dcm@uw.edu

History Department Faculty, Staff and Student Directory

History Department Graduate Student Profiles

Sources of History Department Information

History Department website

The website includes the History faculty and staff directory, Department news and events, and information about the Graduate Program

History's Email Listserv: *histinfo*

All History faculty, staff and graduate students are subscribed to the *histinfo* list by their UW email addresses. *histinfo* is a moderated list, so all messages sent to *histinfo* must be approved as appropriate for the purposes of the list

histinfo is used to disseminate information of relevance and importance to History faculty, staff and graduate students, including:

- Events such as colloquia, lectures, dissertation prospectus presentations, job candidate talks, Department-sponsored conferences*, etc.
- Department social events to which faculty, staff and graduate students are all invited
- Kudos including awards, publications, promotions, etc.
- Departmental office closures
- Health and safety information such as safety training sessions, Smith Hall fire alarm tests and evacuation drills, building maintenance/safety issues (elevator out-of-order, etc.)
- Other Departmental news of interest to all members of the Department

*Information about external conferences and cfps should be posted to the Department's' *histcfp* list (not to *histinfo*)

SOURCES OF INFORMATION AND COMMUNICATION

The *MAPhDHist* Listserv

Subscription to the *MAPhDHist* list is restricted to current UW History graduate students. All History graduate students are subscribed to the *MAPhDHist* electronic list under their UW email addresses.

The History Graduate Office maintains this list and only the list's owners and moderators can post messages directly to the list. *MAPhDHist* is a moderated list, so all messages sent to *MAPhDHist* must be approved as appropriate for the purposes of the list.

Messages on *MAPhDHist* disseminate graduate program information and should therefore be read carefully. They include:

- History and Graduate School policies, procedures and requirements
- Registration information
- Departmental and external funding opportunities
- History's Annual Review and Funding Application procedures and deadlines
- Information and deadlines for scheduling MA Exams and PhD field exams
- History graduate course information.

The *MAPhDHist* list postings also include information, such as:

- Information about graduate course offerings in units other than History
- Employment opportunities (including TAs and other GSA appointments) in units other than History
- Information about the History Graduate Liaison Committee (GLC) and Graduate and Professional Student Senate (GPSS)

Other Listservs

History graduate students are encouraged to subscribe to the Department's *histcfp* electronic list

- Anyone can subscribe to the *histcfp* list. This list is devoted exclusively to information about conferences (including calls for papers) of interest to History students and faculty. To subscribe to *histcfp* visit [this link](#).

Graduate students are encouraged to subscribe to the Department's **Digital History e-list** to receive information about digital history events, resources, etc. available through the Department and the UW. To subscribe go to <https://mailman23.u.washington.edu/mailman/listinfo/digitalhistory> (the "Subscribing to Digital History" subsection)

History graduate students are also encouraged to subscribe to electronic newsletters produced by other units on campus for information about events, scholarly resources, funding opportunities, etc., available through them. Newsletter subscription information is usually found on the unit's website.

Some recommended listservs include:

- UW Graduate School's **Office of Graduate Student Equity and Excellence** (GSEE; formerly GO-MAP)
- UW **Simpson Center for the Humanities**
- UW **Harry Bridges Center for Labor Studies**
- UW **Jackson School of International Studies**

UW Alert: For notifications of emergencies and safety-related incidents on the UW campus and nearby

UW Email

The University of Washington offers a choice between two cloud-based email services to manage your UW email: UW Exchange Online and UW Gmail. See [IT Connect's Email and Calendaring](#) page to read about these two options.

- Both of these options are FERPA compatible, which is important when you are working as a TA. Please note that you may not send sensitive information (including student information, like grades) via email, regardless of the email platform you use.
- Use the [Manage UW NetID Resources portal](#) to set up your email preference and make any subsequent changes

When it comes to updates from the University of Washington and the History Department, email is the student's most important direct source of information.

- Most of the History Graduate Office's correspondence with graduate students is conducted via email, which will be sent to the student's UW email address only
- Students are responsible for checking their email regularly. At minimum, you should check your email once a day on business days.

History Graduate students are subscribed to the required History Department listservs (the *MAPhDHist* and *histinfo* lists) by their UW email addresses only

Students should send all university-related emails from their UW e-mail address, and not from a personal account (such as Gmail).

Email sent to the History Graduate Office should be sent to histgrad@uw.edu only

All correspondence conducted by UW email accounts, including email listservs, are owned by the University of Washington.. This means that, like all other written correspondence that constitutes official UW business, they are subject to public records requests as a state institution. Be sure to use them in a professional manner. A good rule of thumb: If you wouldn't want it printed on the front page of the *Seattle Times*, don't put it in email!

Note that if you conduct UW business on personal email, your personal email may be subject to public records requests as well. You can learn more about Public Records requests [on this page of the UW website](#).

The one major exception to this UW email-only rule is correspondence with the Academic Student Employee (ASE) Union, UAW 4121. Union representatives will request your personal email to send you union correspondence. This is for reasons of confidentiality, to protect Union correspondence from oversight by the administration or from being subject to public records requests.

History Department Mail and Mailboxes

Faculty and staff mailboxes are located in the History Main Office (Smith 318), and graduate student mailboxes are located in the Advising Suite (Smith 315). A receptacle to deposit outgoing on-campus and off-campus mail is located in the Main Office.

Students should check their mailboxes regularly. Email the GPA or DAS to access your student mailbox if the outer door to the Advising Suite is closed

Keep in mind that these mailboxes are not secure, so do not put anything of value in them especially anything that contains personal or confidential information such as grades, Social Security or student numbers, or books.

Within campus, you can receive mail if the sender addresses the mail with your name and the History Department campus box number. The History Department campus box number is 353560. See the [UW Mailing services webpage](#) for more information about UW campus mail.

OTHER IMPORTANT SOURCES OF INFORMATION

University of Washington

UW Policy Directory includes Presidential Orders, Faculty Code and Governance, Student Governance and Policies

UW Student Governance and Policies includes the Student Conduct Policy for Academic Misconduct and Behavioral Misconduct, Student Conduct Policy for Discriminatory and Sexual Harassment, Intimate Partner Violence, Sexual Misconduct, Stalking, and Retaliation

UW Student Guide is a comprehensive source of information for UW students, including:

- Registration policies and procedures
- Grades and transcripts
- Tuition and fees
- Health care and counseling resources
- The Student Conduct Code

UW Academic Calendar: including dates of instruction, registration and tuition payment dates, final exam schedule, University holidays:

UW Graduate School

Graduate Enrollment Management Services (GEMS): GEMS oversees graduate admissions and assists graduate students, faculty, and staff in understanding and implementing many of the policies, requirements, and procedures relating to the completion of graduate degrees

Office of the UW Registrar

UW Student Fiscal Services

Office of Student Financial Aid

International Student Services Office (ISS) advises international students with F-1 or J-1 visas enrolled in undergraduate, graduate, and professional degree programs at UW

- If you have questions or concerns about your visa status or are looking for connection and support from other international students, ISS is a great place to start.
- International graduate students holding F1 or J1 visas should stay in close contact with the ISS Office
- International graduate students also should stay in close contact with their local academic units, especially their advisors, Graduate Program Advisors (GPAs) and Graduate Program Coordinators (GPCs), since they are best positioned to assess a student's possible path toward degree completion.
- The Graduate School has developed [Guidance for International Graduate Students](#) to inform and support the UW's international student community.
- [International Graduate Student Travel Disruption FAQ](#)
- [Office of the Provost: International students and scholars updates](#)
- [Updates from International Student Services](#)

Office of Graduate Student Success (OGSS) focuses on improving the quality of the graduate student experience. It does so by engaging with faculty, staff, and students to foster a culture of inclusive excellence across all three UW campuses.

- Inclusive excellence is an integrated strategy in which OGSS embraces the wide array of lived experiences and perspectives of all members of our community in order to garner the greatest benefits.
- OGSS embeds Inclusive Excellence into its culture, programming, and outreach that includes programming and mental health awareness to funding opportunities, advocacy and community-building events.

Student Success – Office of Graduate Student Affairs

Student Success offers professional development and support for graduate students in the form of workshops, events, and online content, such as guides covering how to find a mentor, find community on campus, and look for a job in academia.

Disability Resources for Students

DRS can help you establish official academic accommodations and/or navigate any issues with campus accessibility. *DRS* supports students with physical disabilities and learning needs, as well as students who are navigating chronic illness or who need accommodations related to pregnancy and parenting.

Disability Services Office (DSO)

The DSO oversees the University's disability accommodation process for employees. This process is designed to explore reasonable accommodations for employees, including student employees, with medical conditions or disabilities. Accommodations are provided on an individual basis and created in collaboration with the requesting employee, the appropriate University personnel, and the Disability Services Office. See the DSO website for more information about the disability accommodation process for employees.

UW Counseling Center

The UW Counseling Center is available to both graduate and undergraduate students at UW. The center provides both crisis and ongoing support—either at their office in Schmitz Hall or via Zoom. To reach the Counseling Center call (206) 543-1240

Safe Campus

Safe Campus is a resource to address safety concerns and prevent violence—in all of its forms—at UW. If you have a safety concern—either for yourself or someone else—you can contact Safe Campus to be connected to resources that can help you address them. All calls are private, and you can choose to remain anonymous. To reach Safe Campus call 206-685-7233 or email safecampus@uw.edu

UW Health and Well-Being Services

UW offers a wide range of physical and mental health services to enrolled students. If you need health care and aren't sure where to start, visit wellbeing.uw.edu/.

Husky Food Pantry

The HFP provides food to students, staff, and faculty who may be experiencing short-term food insecurity.

Center for Teaching and Learning

The Center for Teaching and Learning (CTL) is a collaboration of the Graduate School, UW Libraries, and Undergraduate Academic Affairs that brings together individuals, departments, and communities to share best practices and evidence-based research on teaching, learning and mentoring. The center offers training to graduate students who are teaching or research assistants and supports and promotes innovation in teaching among the faculty.

ASE Union Contract:

UW Information Technology

Campus Community Safety website provides information about UW emergency and safety response resources:

- SafeCampus
- UW Emergency Management
- UW Police
- Husky Assist

The Q Center

- Through events, advocacy, and support, the Q Center facilitates an affirming and liberatory environment for students, faculty, staff, and alumni of all sexual and gender orientations, identities, and expressions. The center also maintains a helpful map of all-gender restrooms on campus.

On- and Off-Campus Housing Information:

- UW Graduate Student Housing: <https://hfs.uw.edu/Live/Graduates>
- GO-MAP Find-a-Roommate/Housing page:
<https://www.facebook.com/groups/433915590526762/>

INFORMATION FOR HISTORY GRADUATE STUDENTS

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History Graduate Student Profiles

The Department's website includes a directory of current graduate students where students can create a profile page which provides information about their research, fields of specialization, a CV, publications, etc. Keeping your profile page up to date can be useful for networking and accessing opportunities such as conferences.

- If you are a graduate student without an ASE appointment, inclusion in this directory is voluntary (not all graduate students choose to have a profile in the directory).
- Department ASE positions require students to have a website profile in the graduate student directory that includes their name, UW email, and the time and location of current office hours.

Graduate students must have a signed [FERPA release form](#) on file in order to have a Department profile page.

The student is responsible for the information posted on their profile page.

Profiles are owned by the Department and Department staff may update or reformat general directory information like job titles, student status, office hours, and contact information to ensure consistency across directory profiles.

To establish a profile on the History Department website:

- Contact the Department's Administrative Assistant, who will create an empty profile
- Once the profile is created, you can log into the website by clicking the "person" icon at the upper-right and entering your UW NetID to access the edit mode.
- Once logged in, your profile page will show an Edit button, allowing you to edit certain fields, including:
 - Uploading a professional headshot
 - Describing your contact information, TA office location, and office hours
 - A brief bio of your academic interests
 - Selecting your areas of specialty (this will add tags to your profile to help others find you)
 - Upload your CV
 - Adding publications that will show up both in your publications section.

If you win an award or have your work featured elsewhere, you should share it so that the Department can celebrate graduate student achievement to a wider audience through the Department's news feed

- The information appears in the news and press section of your graduate student profile to help promote you and your work as you build your academic career
- The Department news feed also helps prospective students get a sense of what kinds of work our graduate students do

Student Personal Information and Privacy

Be sure that the University has up-to-date contact information for you (mailing address, phone number and alternate contact information). Inform the UW Registrar's Office of changes to your contact information; this can be done through [MyUW](#).

To update contact information for UW payroll, etc., use UW [Workday](#)

The University of Washington maintains student directory information. “Directory information” is defined as a student’s:

- Name
- Street address
- Email address
- Telephone number
- Date of birth
- Dates of attendance
- Degrees and awards received
- Major and minor field(s) of studies
- Class
- Participation in officially recognized activities and sports
- Most recent previous educational agency or institution attended by the student
- Weight and height, if student is a member of an intercollegiate athletic team

The sharing of UW student directory information is governed by FERPA (the Federal Family Educational Rights and Privacy Act), and [Washington State law](#).

FERPA allows the University to release a student's directory information to anyone unless the student informs the Office of the University Registrar that they do not want directory information to be released.

See [Family Educational Rights and Privacy Act \(FERPA\) for Students](#) to find out how to update your information, how to change your authorization to release directory information, the consequences of restricting the release of directory information, and your rights under FERPA.

The History Graduate Office will not release information about graduate students to anyone. This includes addresses, phone numbers, class schedules, student status, areas of specialization, etc.

Portals for UW Graduate Students

MyUW

MyUW is a student’s personal portal to the University of Washington. It can be accessed as a website or mobile app. Sign in to *MyUW* using your UW Net ID.

MyUW is an important source of information and resources for graduate students in their various roles as students, instructors, and employees at the University of Washington. For example:

- From the Name & Pronouns card, students can access identity.uw.edu, to edit their name and update pronouns.
- On the Academics page: students can see contact information for adviser(s), a list of current courses along with instructor information, if available. It also links to helpful resources for registration, tutoring, advising, grades, and transcripts.
- On the teaching page, each course you teach is represented by a course details card, with links to the class, student lists, course materials and grading information and submissions.
- The Accounts page shows a view of Tuition & Fees and balances on accounts such as Husky Card, Dining Card, U-Pass Membership, and due dates for any library resources they have checked out.

If you need help with MyUW, contact [UW IT](#):

- Email: help@uw.edu
- Phone: 206-221-5000 (also for emergencies)

Canvas

Canvas is the official learning management system of the UW. Sign in to Canvas using your UW Net ID.

Students use Canvas extensively in their coursework and teaching. Canvas is used by instructors for publishing course materials, grading, communicating with students, and more. Students use Canvas to access course content, submit assignments anytime, anywhere and collaborate with peers and instructors.

If you need help with Canvas, contact [UW IT](#):

- Email: help@uw.edu
- Phone: 206-221-5000 (also for emergencies)

Workday (UW Payroll System)

Workday is the tool used by UW's Integrated Service Center to manage HR, Payroll, and Benefits support. You can log in to Workday using your Net ID.

- Log in to Workday to access your paystubs, update direct deposit, and download tax documents.
- Graduate students with hourly appointments (such as readerships or certain kinds of non-ASE research assistantships) submit hours using Workday.

MyGrad Program (The Graduate School's Portal)

MyGrad Program is the primary interface between for graduate students and the Graduate School. Use MyGrad Program to request your master's degree, schedule your PhD General and Final Examinations, request leave, and submit any necessary petitions to the dean.

You can access *MyGrad Program* using your UWNetID and password.

Technology Resources for History Graduate Students

The Department has a range of technology available for short-term loan, including laptops, tablets, projectors, camera, connectors etc.

Students can also check-out technological equipment from the [UW Student Technology Loan Program \(STLP\)](#). STLP is a student-led program that lends technical equipment—such as laptops, desktops, projectors, and cameras—to other students.

The photocopier and printer in the History Main Office (Smith 318) are for use by History TAs for teaching-related purposes only

[UW Libraries have printers and copies](#) for student use

Additional technical resources, such as workstations with computer monitors and a graduate student printer, are located in the History Graduate Student Lounge (Smith Hall 10) Printer paper and ink are covered by a dedicated GLC budget.

Graduate Student Leave

For information about the Graduate School's continuous enrollment and graduate leave policies, including eligibility requirements, procedures for requesting leave, and reinstatement to the Graduate School, see [Continuous Enrollment and On-Leave Policy](#).

To maintain graduate status, a student must be enrolled on a full-time, part-time, or on-leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. A graduate student must either be registered or officially on leave in each quarter of the regular academic year. The failure to maintain continuous enrollment constitutes evidence that the student has resigned from the Graduate School and has dropped out of the University of Washington.

To be eligible for on-leave status:

- Students with United States citizenship must have registered for at least one quarter as a graduate student at the University of Washington immediately prior to going on-leave
- International students must complete three consecutive quarters immediately prior to going on-leave. (International students should consult the International Student Services Office about their eligibility for on-leave status.)

History graduate students in their first two years in the program are expected not to take leave except for medical reasons or other exceptional circumstances.

If a leave of absence becomes necessary at some point in a graduate student's career, it is the student's responsibility to request leave from the Graduate School through MyGradProgram. The student is responsible for paying the graduate leave fee.

- Leave is requested and granted on a quarterly basis; the non-refundable leave fee must be paid for each quarter of leave

Time spent on leave counts toward the Graduate School's time-to-degree limits (six years for the MA degree, and 10 years for the MA/PhD degrees and PhD degree).

The Department of History normally grants on-leave status to graduate students who are *in good standing* and *making satisfactory progress* in the History Graduate Program and who meet the Graduate School's eligibility requirements. Many students go on-leave during part of their dissertation research and writing--sometimes to undertake research off-campus, and sometimes to undertake professional employment elsewhere. This is certainly acceptable to the Department, provided it does not unduly extend the time to complete the degree.

Leave can also be granted in cases of students who need to be on leave for medical/health or other emergency reasons.

The History Department will normally approve leaves for up to four consecutive quarters (a calendar year including Summer Quarter). If a student wants to extend leave into a second consecutive year, the Chair of the student's committee must confirm each quarter that the student is making satisfactory progress before the Department will approve the leave request. A History graduate student can be on leave for a maximum of two years (eight consecutive quarters, summers included). At the conclusion of two consecutive years (eight quarters including Summer Quarters) of leave, the student must return to registered status or lapse from the History Graduate Program.

Because a student must be in good standing and be making satisfactory progress to be eligible to go on leave, the History Department does not normally approve leave for a

student who has exceeded the 10-year limit (including time on leave) to complete the History MA and PhD degrees, or the History PhD degree.

The History Department's deadline for submission of the graduate leave request through *MyGradProgram* is the 10th class day of each quarter.

To come off leave, the student registers for the quarter following the quarter on leave.

Leave of Absence for Academic Student Employees (ASEs): See Article 17 of the [ASE union contract](#).

Washington State Residency for Tuition Purposes

If they are eligible, out-of-state graduate students are encouraged to apply for Washington residency for tuition purposes.

- International students are not eligible to apply for state residency for tuition purposes

See the UW [Residence Classification Office](#)'s website for the procedures and documentation needed to apply for residency.

Qualifying for Washington residency can be complicated. Questions regarding residency should be directed to the Residence Classification Office (not the History Department)

Student Health Insurance

The Graduate Appointee Insurance Plan (GAIP)

- Students with Department or Graduate School funding and health benefits, such as ASE appointments, include coverage under the Graduate Appointee Insurance Plan (GAIP), which includes medical, dental, and vision benefits
- GAIP is overseen by the UW Benefits Office.
- See the [GAIP website](#) for information about enrollment, deadlines and coverage

The **International Student Health Insurance Plan (ISHIP):** Health Insurance Information for [international students](#)

:

Other plans offered by healthcare exchanges

- Students without Department or Graduate School funding and health benefits should see the [University's Health Insurance Options website](#)

Students are responsible for understanding their insurance plan. Questions about insurance must be directed to the UW office or the private or public agency that administers the plan. History Department staff cannot answer questions about insurance.

Grievance Policies and Procedures

Methods for the treatment of grievances at the University of Washington vary depending on the nature of the grievance. Although, in general, the best rule is to try to resolve the difficulty at the point closest to its source, a number of possible avenues are available in many cases.

If you are unsure of the kind of grievance you have or have other general questions, the Office of the University Ombud may be the best place to start. The Ombud protects the rights and interests of members of the university community, including students, faculty, and staff. The Ombud cannot overrule or overturn decisions but investigates to determine fairness and objectivity. The Ombud can also recommend changes in rules, regulations, and procedures.

Sexual harassment is defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for their refusal, or as the creation by a member of the University community of an intimidating, hostile, or offensive working or educational environment through verbal or physical conduct of a sexual nature.

Discrimination based on a person's race, religion, creed, color, sex, sexual orientation, national origin, age, disability, status as a veteran or Vietnam-era veteran, or through sexual harassment, is prohibited by University of Washington policy as well as state and federal laws.

The primary contacts for discrimination issues are:

- The Office of Minority Affairs and Diversity (206-685-0518)
- The Office of Risk Management (206-221-7932)
- The Vice Provost (206- 543-6616)
- The Ombudsman for Sexual Harassment (206-543-6028).

An Academic Student Employee (ASE) appointment is governed by a contract between the University of Washington and the UAW.

It is important for ASEs to familiarize themselves with the UAW Academic Student Employees union contract, and the procedures it outlines for dealing with a work-related grievance.

Grievance procedures are available to students, teaching assistants, research assistants, classified and professional staff, and faculty.

- The UAW Academic Student Employees (ASEs) contract
- The Ombudsman for Sexual Harassment (206-543-6028) responds to and seeks to resolve informal complaints confidentially and has information regarding available options.
- Formal grievances may also be filed with:
 - The Provost's Office (206-543- 7632)
 - The Office of Risk Management (206-221-7932)
- UW Civil Rights Compliance Office

THE HISTORY GRADUATE PROGRAM: GENERAL INFORMATION

The Graduate Program in History is designed for students who plan to pursue a doctoral degree within our program. Therefore, we typically do not admit students who wish to complete only a terminal Master of Arts (MA) degree in history. If your goal is to obtain a terminal MA, you should consider other graduate programs that better suit your needs.

Applicants who do not hold a Master's degree in history will generally be admitted to our graduate program at the MA level.

Administration of the Graduate Program

The UW Graduate School

Graduate study at the University of Washington is administered by both the UW Graduate School and individual departments. Graduate School policies and procedures apply to all UW graduate students and provide the framework within which individual departments apply additional, department-specific policies and procedures. All graduate degrees are awarded by the Graduate School (at the recommendation of the department). Therefore, History graduate students are responsible for understanding the rules, regulations, policies and procedures of both the Graduate School and the History Department and must meet both Graduate School and departmental degree requirements.

The primary focus of this handbook is to convey Department of History graduate program information. Therefore, it does not duplicate all Graduate School policies and procedures. Instead, it refers to Graduate School policies of immediate relevance to most History graduate students.

- Graduate School policies can be found [here](#).
- See the [Graduate School Directory](#) for a list of administrative units within the Graduate School

Graduate students use [MyGrad Program](#) to communicate with The Graduate School. For example, to request your Master's degree, schedule your PhD General and Final Exams, request graduate leave, and submit petitions to the dean.

Administration within the History Department

The History Graduate Office

The History Graduate Student office is a three-person administrative team of faculty and staff who oversees the Graduate Program in History at the department level.

Director of Graduate Studies (DGS)

The Director of Graduate Studies (also known as the Graduate Program Coordinator) is a History faculty member appointed by the Chair to serve a three-year term.

The role of the DGS is to be a resource, a liaison, a mediator, and an advocate for graduate students. In addition to a graduate student's faculty advisors (MA and PhD Committee members), the DGS can provide additional faculty support for graduate students as they build a plan for achieving each academic milestone.

The DGS chairs the History Graduate Studies Committee and the Graduate Admissions Committee

DGS-related correspondence should be directed to histdgs@uw.edu.

The current DGS is [Christopher Tounsel](#).

Director of Academic Services (DAS)

The Director of Academic Services (DAS) is a staff member responsible for all aspects associated with the planning and operation of History's undergraduate and graduate programs, student advising, and curriculum planning.

The DAS supervises the Department's Undergraduate Adviser and Graduate Program Assistant

The DAS also collects, disseminates, and provides a variety of substantive and statistical information to the Chair and other units on campus, and makes recommendations for programmatic changes based on this information.

The current DAS is [Tracy Maschman Morrissey](#)

Graduate Program Assistant (GPA)

The Graduate Program Assistant is a staff member who advises graduate students and facilitates all graduate program procedures and requirements in the History Department.

GPA responsibilities include:

- Advising students on all program procedures and requirements in the graduate program (at the History Department level and the Graduate School level)
- Provides add codes for course registration
- Manages MA and PhD exams and dissertation defenses

- Manages MA and PhD committees
- Conducts yearly satisfactory progress review, and along with the Director of Academic Services coordinates the graduate student Annual Review process
- Along with the Director of Graduate Studies and Director of Academic Services, coordinates the graduate student admissions process
- Coordinates end-of-the quarter student evaluations
- Coordinates TA class assignment process, and TA evaluations
- Along with the Director of Academic Services: composes funding offer letters

GPA-related correspondence should be directed to histgrad@uw.edu.

The current Graduate Program Assistant is [Lori Anthony](#).

History Graduate Office Hours and Contact Information

The Graduate Office is located in Smith 315B. The office is staffed Monday through Thursday from 8:00 to 4:00, but closed at lunchtime. A message will be posted on the *histinfo* e-list if the Graduate Office will be closed or if the hours are temporarily changed.

History Graduate Studies Committee

The Graduate Studies Committee consists of four History faculty members, including the Director of Graduate Studies who chairs the committee (the Director of Academic Services and Graduate Program Assistant are *ex officio* members).

The committee is responsible for determining History policies, requirements and procedures relating to graduate studies, revising/updating existing policies, requirements and procedures, and formulating new ones as needed for consideration by the faculty as a whole

The committee is responsible for evaluating and making the decision on students' requests for promotion from the History MA program to the PhD program. The committee evaluates the materials submitted by graduate students and their chairs for the Department's Annual Review in Winter Quarter, following up on issues of graduate student performance and progress, and making recommendations for selecting students for particular types of funding (including nominations for external funding) based on the information provided in the Annual Reviews.

History Graduate Admissions Committee

The Graduate Admissions Committee consists of four History faculty members, including the Director of Graduate Studies who chairs the committee (the Director of Academic Services and Graduate Program Assistant are *ex officio* members).

The committee is responsible for circulating the graduate applications to the appropriate faculty for evaluation and then for evaluating the finalists for admission to the Graduate Program. The committee also helps with their recommendations for possible funding packages for those applicants who are offered admission

Courses

Over the course of your graduate career, you will take core courses required of every History graduate student and in your areas of specialization, as well as have the opportunity to take courses in other departments that are relevant to your studies in History. The latter courses should be chosen in consultation with your graduate field supervisors.

Types of Courses

Field Courses are a bibliographic and historiographic introduction to the scholarly literature of a particular field (such as HSTEU 551: Eastern Europe, 1772-1939 or HSTAS 570: Modern China). Faculty supervisors usually require a student to take the field course as the foundation for the student's mastery of the content of a field and as preparation for the graduate examination in the field.

A **Research Seminar** is a two-quarter course sequence (such as HSTAA 532/533 or HSTEU 511/512) in which students research, write, and present seminar papers. The research seminar can be a research seminar that is focused on a particular chronological, thematic or geographic area (such as HSTAA 532/533: Research Seminar in American History or HSTCMP 512/513: Research Seminar in the History of Science). HSTRY 596/597: Research Seminar in History is offered regularly and is open to students in all fields of history.

Special Topics (590s) are 5-credit courses that are one-time only offerings. They are usually tied to a particular speaker series, an art or museum exhibit, etc., or are new classes that are being offered for the first time before they are added as regular 500-level graduate courses to the History curriculum. Graduate students are limited to taking a total of 15 credits of 590 in each prefix: 15 credits of HSTRY 590, and/or 15 credits of HSTAA 590, and/or 15 credits of HSTAM 590, and/or 15 credits of HSTAS 590, and/or 15 credits of HSTCMP 590 and/or 15 credits of HSTLAC 590 and/or 15 credits of HSTAFM 590 and/or 15 credits of HSTEU 590

Graduate Independent Study (HSTRY 600): In addition to appropriate field courses, many students use independent study credits to develop individualized reading lists or to read more extensively in preparation for their graduate examinations. The student and faculty member confer in building a plan of work for HSTRY 600 credits, clearly defining their goals and expectations, including the type and number of assignments that will be required, and arranging regular meetings throughout the quarter. Credits for

the HSTRY 600 vary from 1-5, depending on the reading and writing load (3 credits for readings only; up to 5 credits for readings and a substantial writing assignment) The student and faculty supervisor complete and sign the required HSTRY 600 form in order for the student to obtain an entry code for independent study credits from the History Graduate Office

Dissertation Research and Writing (HSTRY 800): PhD students can begin taking HSTRY 800 credits the quarter they take the PhD General Exam. HSTRY 800 credits are supervised by the student's PhD Chair. HSTRY 800 credits are limited to a maximum of 10 credits per quarter, and at least 30 credits of HSTRY 800 are required for the PhD degree. The student and faculty supervisor complete the required HSTRY 800 form in order for the student to obtain an entry code for dissertation credits from the History Graduate Office

Required Courses

History graduate students must take the courses specified by their field supervisors as required for preparation for the examination in their fields. These courses can be ones taught by the field examiner, by another History faculty member, or a course offered in another department that is relevant to the student's course of graduate study.

As an introduction to a broad range of fields and approaches to writing History as well as discussion of history as a discipline, all new History graduate students take **HSTRY 500: Historical Perspectives** in the Autumn Quarter of their first year in the graduate program. The course is taught by a rotating roster of History faculty. The course provides an introduction to the professional study of history. Students will develop core skills in historical research by engaging with key works in a variety of historical fields, evaluating different types of evidence, assessing how research questions are formulated and applied, and analyzing the overall strengths and weaknesses of a variety of case studies.

A two-quarter research seminar is required for students at both the MA and PhD levels. The seminar paper must be produced in a two-quarter research seminar. The seminar paper should be the length and format of a journal article (10,000 to 15,000 words including footnotes). One of the student's Supervisory Committee members must be substantively involved in the supervision of the seminar paper. The **HSTRY 596/597: Research Seminar** in History sequence is usually offered twice a year (Autumn/Winter and Winter/Spring). It is taught by a rota of History faculty with various specializations who facilitate the course where students explore research techniques and writing strategies. The course is open to students in all fields of history and is not limited to research and writing in particular chronological, thematic or geographic areas. In most cases, the instructor of HSTRY 596/597 will not be the direct supervisor of the student's

seminar paper--the 596/597 instructor coordinates with student's individual faculty supervisor to support the student's researching and writing the seminar paper. Dissertating doctoral students can also sign up for HSTRY 596/597 to work on researching and writing their dissertations.

Second-year graduate students are required to take **HSTRY 572: Dissertation Prospectus**. In this course students craft their dissertation prospectuses, working in conjunction with their respective PhD chairs and committees, who must approve the prospectus before it is presented to the History Department. In addition to fulfilling a departmental requirement, students can also use the completed prospectus as a component for future funding and employment applications. The course is graded credit/no credit only,

HSTRY 570: Topics in Teaching History is required for first-year History Teaching Assistants. The course supports History graduate students' development as college-level instructors and is designed for students working or planning to work as TAs or instructors. and to pursue a career in teaching. Topics include active learning, teaching writing, assessment, and course design. Designed for History graduate students working or planning to work as TAs or instructors. Students produce a teaching portfolio and conduct peer observations. The course is graded credit/no-credit only.

All History graduate students take **HSTRY 571: History as a Profession** in their second year of the graduate program. This course prepares history graduate students for both non-academic and academic careers. The course is graded credit/no-credit only.

MA and PhD students specializing in U.S. History are required to take **HSTAA 521: Early America to Late 19th Century** and **HSTAA 522: US Late 19th Century to Present**. This two-quarter sequence is usually taught in alternate academic years

HSTRY 800: Dissertation Research and Writing: During the research and writing of the dissertation, the student registers for HIST 800, Doctoral Dissertation. Doctoral students are required to have taken at least 30 credits of HIST 800 over a period of at least three quarters prior to their PhD Final Examination (dissertation defense)

- The student must fill out the HSTRY 800 form and submit it to the Graduate Office before an entry code will be given for dissertation credits. On the form, the student specifies what work will be completed on the dissertation during the quarter. The faculty supervisor does not have to sign the form.
- Students can begin registering for HSTRY 800 credits the quarter they take their PhD General Examination, if they already have met the Graduate School's credit requirements for taking the General Examination.

Foreign Language Courses

- Graduate students should enroll in foreign language training classes (vocabulary, grammar, etc.) if they are required or recommended to do so by a History field supervisor in order to meet their MA or PhD field foreign language proficiency requirement(s).
- Contact the appropriate language department for information about registering for a language class. Be advised that foreign language classes tend to fill up rapidly, so if you intend to take a language course you should register for it as soon as you are eligible to do so.
- Language training classes (at any level) are NOT counted toward the credits needed for a History graduate degree and they do NOT count toward the 10 credits of graduate-level coursework needed for full-time registration. Foreign language training classes are done in addition to History and History field-related content classes.
- Foreign language departments sometimes do offer History content-related graduate courses (for example, the Classics Department might offer a graduate class on Thucydides as a historian, or the Germanics Department might offer a graduate class on the socio-cultural history of Weimar Germany). Such content courses can be counted toward full-time registration and degree credits if their content is related to the student's fields in History and the courses are required or recommended by a History field supervisor

Course Registration

Students register for courses on [MyUW](#) (log in with your UW Net ID)

See the [UW Office of the Registrar \(OUR\) website](#) for registration information, policies and procedures, and deadlines.

- More detailed instructions on course registration can be found on the [Registration Resources page](#) of the Registrar's Office website.

It is the student's responsibility to know registration deadlines and to register in a timely fashion. The [UW Academic Calendar](#) lists course registration and tuition payment deadlines.

The [UW Course Catalogue](#) lists all courses in the History Department's curriculum. (Please note: not all of the courses in the Department's curriculum are offered on a regularly-scheduled basis.) The Course Catalog includes course titles and numbers, and credit information including if the course is a variable-credit class, and whether or not a course is repeatable for degree credit.

The UW Time Schedule contains the most accurate and up-to-date information about quarterly course offerings for all departments including instructors, class meeting times and places. The Time Schedule includes class listings for the current quarter, future quarters (when available) and an archive of past quarters.

The **History Department's website** provides a list of current quarter course offerings, as well as future and past offerings, along with course descriptions

History graduate students should confer with their supervising faculty about the courses they intend to take, before registering.

Students should consult with the course instructor and the History Graduate Office to determine the number of credits to register for in variable credit courses.

All History graduate courses require an entry code to register. Entry codes are available from the History Graduate Office (histgrad@uw.edu), starting a few days before the beginning of Registration Period I.

- The History Graduate Office no longer maintains waiting lists for non-History graduate students who want to register for History graduate classes. Non-History graduate students (with the instructor's OK) can get entry codes and register as soon as they are eligible. So, History graduate students should not wait to get their entry codes and risk being closed out of classes they need.
- A student who intends to do graduate independent study (HSTRY 600) credits must complete the HSTRY 600 form, in conjunction with the History faculty supervisor. The History Graduate Office will not issue an entry code if the HSTRY 600 form is not completed and signed by both the History faculty member and the student (no exceptions). Do not wait too long to arrange an independent study because faculty are sometimes unavailable over the quarter break. The HSTRY 600 form is available from the History Graduate Office (histgrad@uw.edu) or see **Appendix A for the HSTRY 600 form**
- Students who intend to register for HSTRY 800 credits (dissertation research and writing) must submit the Request Form for HSTRY 800 to the Graduate Office before they will be given an entry code (no exceptions). The HSTRY 800 form does not need to be signed by the faculty supervisor. The HSTRY 800 form is available from the History Graduate Office (histgrad@uw.edu) or see **Appendix B for the HSTRY 800 form**

History students who intend to take a graduate course offered by another department must contact that department for registration information.

Foreign language classes tend to fill quickly—students should register for a language class as soon as they are eligible.

Credits

The History Department does not count credits earned at another university or another UW graduate program toward a History graduate degree.

To be considered a fulltime graduate student, a student must register for a minimum of 10 credits of graduate-level History and History field-related courses each quarter. A normal fulltime class load is two five-credit history graduate courses per quarter, with any language classes (at any level) done in addition. Students who do not need or who are in fields which do not require continuing formal language training may take a third History graduate course. However, this is NOT required as long as the student is registered for at least 10 credits of graduate-level coursework

- Full graduate student funding such as Academic Student Employee appointments (Teaching Assistantships/Research Assistantships/Staff Assistantships) normally pay the tuition for up to 18 credits (total); the student is responsible for paying the tuition for any credits over 18
- History graduate students are assumed to be full-time students unless an alternate arrangement has been made with the Department.

100/200/300-level courses do not count toward graduate degree credit

Credits taken in HSTRY 500: Historical Perspectives, HSTRY 570: Topics in Teaching History, HSTRY 571: History as a Profession, and HSTRY 572: Dissertation Prospectus do count toward the 10 credits of graduate-level coursework needed for fulltime registration and are counted toward graduate degree credits.

Graduate courses offered by other departments can be counted toward fulltime registration and History graduate degree credits if their content is related to the student's fields in History and they are required or recommended by a History field supervisor.

Credits from foreign language training courses (at any level) do not apply to the History graduate degree requirements

Courses at the 400-level are upper division undergraduate courses. Graduate students (usually at the MA level only) should take 400-level history courses only if their content is relevant to the student's program of graduate study in the History Department and is required to do so by a faculty field supervisor. In such cases, the student should contact the History Graduate Office to make arrangements so that the coursework can be completed at a graduate level through the addition of a 1 credit graduate increment

requiring additional readings, a longer writing assignment, etc. Graduate students are not allowed to register for History courses numbered HSTRY 491 to 499 under any circumstances--these are courses for undergraduates only and the credits do not count toward graduate degree requirements.

If you are considering re-taking a History graduate course, check the UW General Catalog to make sure that it is repeatable for credit. Some courses can be taken more than once and the credits counted toward degree requirements. Other courses are non-repeatable and can be taken only once for degree credit. If a student repeats a non-repeatable class, only one set of credits counts toward the degree requirements. However, both course grades are calculated into the GPA. Information about whether or not a course is repeatable and the limit on the number of credits that can be counted toward degree requirements is found in the **UW General Catalog**. Here are some examples from the General Catalogue, by way of illustration:

- HSTCMP 580: Gender and History (5): This is a five credit course. It is not repeatable (even if it is being taught by a different faculty member and/or has a different topic or theme).
- HSTAS 590: Topics in Asian History (5, max. 15): This is a five credit course. It can be repeated for a total of 15 credits.
- HSTAA 562: Seminar in American Diplomatic History (3-6, max. 12): This is a variable credit course--a student can sign up for 3, 4, 5 or 6 credits. The course can be repeated for a total of 12 credits.

If you are considering re-taking a History graduate course, check the UW General Catalog to make sure that it is repeatable for credit.

History graduate courses are assigned a variety of credits: some have a fixed number (usually 5 credits); others are variable credit classes (4-6 credits, 3-5 credits, etc., depending upon the workload). Students should consult with the course instructor and the History Graduate Office to determine the number of credits to register for in variable credit courses.

The Graduate School requires a minimum enrollment of at least 2 credits each quarter for any student not formally on-leave. Please note, however, that this is a Graduate School requirement. There may be different enrollment requirements in effect for fellowships and other funding, student loan deferment, etc., that supersede the 2-credit requirement. Students are responsible for knowing the terms of their student loans and outside fellowships and for complying with their registration requirements.

Grades

See [UW's Grading Practices for Graduate Students](#). This website also includes information about the UW's policies on Incompletes, Satisfactory/Not satisfactory grading, course withdrawals, etc.

Graduate courses (500-level) are graded on a numerical 4.0 scale;

HSTRY 600: Independent Study and HSTRY 800: Dissertation Research and Writing credits are graded credit/no-credit (CR/NC) only. If a faculty member awards a numerical grade to HSTRY 600 or HSTRY 800 credits, they are still regarded as non-graded credits when applied to degree requirements.

A student must earn a grade of at least 3.5 in each numerically graded course, and HSTRY 600 and HSTRY 800 credits must receive CR in order for their credits to be applicable to degree requirements.

Graduate courses graded Satisfactory/Non-satisfactory (S/NS) will not be applied toward History degree requirements.

Incomplete (I), X and N (continuing) grades must be removed from the student's transcript by the end of the following quarter. "Removed from the transcript" means not only that the work has been completed by the student, but also that the faculty supervisor has submitted an online change-of-grade and the X, N or I grade has been replaced with a numerical grade or CR.

- All X, I, and N grades must be removed from the transcript before the beginning of the quarter in which the student intends to take the MA Examination, the PhD General Examination and the PhD Final Examination (dissertation defense)

Graduate Supervisory Committees

This following sections offer students a broad overview of how graduate students build faculty supervisory committees and create fields of specialization. This is a critical aspect of the History Graduate Program which all students must understand. For more specific information and the requirements for the MA Supervisory Committee and PhD Supervisory Committee, see the relevant sections of this handbook.

When applying to the History Graduate Program, applicants indicate their chosen divisions and fields of study and supervisory faculty. Graduate admissions decisions are based on the faculty field specialists' evaluation of the applicant's previous coursework, research experience, language training, etc. as preparation for graduate work in the applicant's proposed fields of study.

- Once admitted to the graduate program, a student cannot change the faculty supervisor of their primary area of specialization or significantly change the

geographical, chronological, thematic or substantive focus of their primary area of study for which they were evaluated for admission (as specified in the graduate application). For example, a student admitted to study Japanese history within the Asia division cannot switch to studying Korean history within the Asia division after admission to the graduate program; similarly, a student admitted to study modern US history cannot then change to studying pre-modern South Asian history.

- This also includes changes in the primary field and faculty supervisor by a student promoting from the MA program to the PhD program. For example, a student admitted to study Japanese history within the Asia division cannot switch to studying Korean history within the Asia division after admission to the graduate program; or a MA student admitted to study Twentieth Century US history in the US division cannot switch to Early America in the US division upon promotion to the PhD program. With the approval of the Graduate Studies Committee it may be possible for a student to change the faculty member supervising the primary field (as specified in the graduate application) to another if more than one History faculty member supervises that graduate field.

Students in the MA and PhD programs are admitted to work with a particular faculty member, who supervises the student's primary field and also serves as the chair of the student's MA or PhD Supervisory Committee. (This faculty member is sometimes referred to as the student's "primary advisor.")

- In very rare cases, it may be necessary for a student to change the faculty member supervising the primary field; for example, in the event of the faculty member's incapacity to serve or due to an extended absence. In such cases, the student can petition the History Graduate Studies Committee to request a change in the faculty chair if more than one History faculty member can supervise that graduate field. In requesting a new Chair, a student cannot significantly change the geographical, chronological or substantive focus of their primary area of study for which they were evaluated for admission (as specified in the graduate application).
- After admission to the graduate program, a student can change the geographical, chronological or substantive focus a field supervisor of a secondary field (as specified in the graduate application). For example: a student admitted with a primary field in South Asian history within the Asia division and a secondary field in Korean history within the Asia division can switch their secondary field to focus on South Asian migration history within the United States division.

As early as possible after beginning graduate study, a student (in consultation with their primary advisor) should identify other prospective members of their Supervisory Committee with whom they wish to work. This committee is composed of faculty

members who supervise each of the student's MA or PhD fields. Members of the student's MA or PhD supervisory committee are often referred to as "faculty advisors" or "field supervisors." A list of fields offered by History faculty can be found on the Department's [Areas of Graduate Study webpage](#).

The faculty members on the MA or PhD Supervisory Committee are responsible for providing the graduate student with content guidance on fields, exam preparation, course selection, dissertation research and writing., etc. The nature of the relationship between students and their advisers will vary but at minimum, it is the expectation of the Graduate Studies Committee that faculty advisers and student advisees will meet:

- At least once each quarter before classes begin
- Once, additionally, during the Winter Quarter, to review academic progress and plans as part of the Annual Review process

For information about the specific requirements for the composition of the MA Supervisory Committee or PhD Supervisory Committee, see the sections on the MA Program or PhD Program below.

Areas of Study: Divisions and Fields

Areas of study within the History Graduate Program are divided into **divisions**, broadly defined geographical, chronological, or topical categories of history. Divisions are established based on shared historical time periods, geographic regions, or specific subjects (eg. Latin America; Comparative Gender; History of Science). They represent fields of historical inquiry and faculty expertise, not separate organizational structures within the Department.

Geographical, Chronological and Thematic Divisions

- Africa & the Middle East
- Ancient Mediterranean & Late Antique Near East
- Asia: Pre-History to Present
- Europe – Medieval to Modern Times
- Latin America
- Russia & Central Asia
- United States
- History of Science

Comparative, Global, and Transnational Divisions

- Comparative History: Comparative Colonialisms
- Comparative History: Comparative Ethnicity and Nationalism
- Comparative History: Comparative Gender
- Comparative History: Historiography
- Comparative History: Global and Comparative Environmental History
- Global and Transnational History

Descriptions of these graduate divisions, and the faculty who supervise fields within them, can be found by consulting the [Areas of Study](#) page on the Department's website.

Graduate Fields of Specialization

A **field** is a more narrowly-defined area of study within a larger division. For example, a field in modern Japanese history is included in the Asia: Prehistory to Present division, as would be a field in Pre-modern South Asian history. Fields can be defined chronologically (e.g., Colonial, Nineteenth Century, or Twentieth Century US), regionally (e.g., East Asia, South Asia, Southeast Asia), thematically (e.g., Asian-American, the West, US slavery and emancipation), or methodologically (e.g., social, cultural, political). Fields are specialized, often individualized, programs of study to prepare for the MA or PhD exam, which graduate students develop under the direction of their supervisory faculty based on shared research interests and expertise.

Creating Graduate Fields

MA fields are NOT the same as PhD fields. In general, MA fields are typically broadly defined and often altered (further defined, refined and supplemented) through the student's work at the PhD level. MA and PhD fields are established different stages of the program, and the processes by which they are established are independent.

Graduate fields are ranked in descending order. Expectations for the student's first field (scope of content covered, necessary preparation required, etc.) should be greater than for the student's secondary fields, and so on

It is the student's responsibility to contact faculty members as early as possible after admission to the MA or PhD program to determine the courses and other requirements for their particular fields, and to plan coursework accordingly, taking into consideration when the necessary courses are to be offered.

The faculty supervisor and the student determine the title of the proposed field. The title must be descriptive as to the subject of the field (e.g., "Peru, 1500-1800," not "Peru"; or "Colonial and Urban Geography in Nineteenth-Century South Africa," not "Geography"). Fields within the Comparative History division (Comparative Colonialisms, Comparative

Gender, Comparative Ethnicity and Nationalism, and Historiography) have set titles. (For instance, “Comparative Gender.”)

The faculty supervisor and the student determine the description of the field, defining the field’s topical, geographical and chronological limits

The field supervisors determine the required and recommended coursework needed to prepare for the exams in their respective fields, which likely would include field courses, and independent study credit to work on bibliographic essays and reading lists. Faculty can also require or recommend that students (at the MA level) take 400-level history lecture courses, special topic classes, and relevant classes taught in other departments. Faculty supervisors also advise students in regards to the selection of the research seminar

The faculty member determines if there is a foreign language requirement for the field, at what level the student must demonstrate proficiency, and how this proficiency will be demonstrated (by a specified number of years of formal language training, by use of the language in research and writing, etc.)

MA and PhD Supervisory Committees and must be formally set up with both the History Department and the Graduate School. New graduate students receive the forms needed to establish their committees and fields in their first quarter of graduate study. The MA Supervisory Committee and fields must be officially established by the end of the student’s second quarter of graduate study (Winter Quarter); the PhD Supervisory Committee and fields must be officially established by the end of the student’s third quarter of graduate study (Spring Quarter).

- The History Department's deadlines for establishing the MA and PhD Supervisory Committees and fields are earlier and supersede the Graduate School's requirements to establish the committee at least four months before the MA Exam or PhD General Exam quarter:

To take the MA Exam or the PhD General Exam in:	The MA or PhD fields and supervisory committee must be officially established with both the History Department and the Graduate School:
Autumn Quarter	By the end of the previous Spring Quarter
Winter Quarter	By the end of the previous Summer Quarter
Spring Quarter	By the end of the previous Autumn Quarter

- Under no circumstances will a student be allowed to take the MA Exam or PhD General Exam if the student's committee and fields were not officially established

with both the History Graduate Office and the Graduate School at least four months before the exam will be taken.

It is the field supervisors' responsibility to determine whether a student has completed the necessary coursework, language study and other field preparation to proceed to the MA Examination or PhD General Examination

For information about the specific requirements for the MA fields or PhD fields, see the sections on the MA Program or PhD Program below.

Human Subjects Requirement

The paperwork needed to establish both the History MA and PhD fields and committees includes the Human Subjects form, which must be signed by both the student and the student's Chair. This form verifies that the student has been made aware of the need to be compliant with UW human subjects and related protocols and requirements for researchers. For further information, see:

- [UW Executive Order 24: Research with Human Participants](#)
- [UW Human Subjects Division](#)
- [UW Office of Research](#)

Seminar Paper Requirement

Students are required to produce a seminar paper at both the MA and PhD levels.

The seminar paper should be the length and format of a journal article (10,000 to 15,000 words including footnotes).

The seminar paper must be completed in a two-quarter research seminar (most likely the HSTRY 596/596: History Research Seminar sequence)

One of the student's field supervisors must be substantively involved in the supervision of the seminar paper.

The seminar paper requirement must be fulfilled no later than the quarter before the student takes the MA Examination or PhD General Examination

Foreign Language Requirement

A reading proficiency in specific appropriate language(s) is essential for those graduate fields in which the primary documents are not in English. Faculty field supervisors are responsible for specifying any foreign language proficiency requirements for the MA and PhD fields they supervise; the language requirement(s) must be included in the “foreign language preparation” section of the field form that creates and describes the student’s graduate field supervised by that faculty member. The field supervisor must specify on the field form what level of language mastery will be expected, and also specify the manner in which the proficiency will be assessed.

The student can fulfill the field supervisor’s foreign language proficiency requirement in the following ways:

- By proficiency as a native speaker of the language
- By successfully passing a language translation examination
- By the demonstrated use of the language in the student’s research and writing, usually in the student’s seminar paper. In this case, the faculty member who requires the language as part of his/her field preparation must verify in writing to the History Graduate Office that the student has fulfilled the standards of proficiency by means of research and writing.
- By completing a specified number of years and a specified level of formal foreign language training. In this case, the faculty member who requires the language as part of his/her field preparation must verify in writing to the History Graduate Office that the student has fulfilled the standards of proficiency by means of formal language coursework.

In cases where there is no field-specific language requirement(s) for the graduate fields, the student’s Chair must verify in writing to the History Graduate Office that the student’s prior foreign language training and preparation are adequate for scholarly research and teaching in the student’s areas of specialization, without a formal demonstration of language proficiency. This evaluation will be based on the student providing the Chair with a written description of the student’s current language proficiency and a description of any anticipated need for language skills in research and teaching in the field. The student’s statement must accompany the Chair’s verification statement when it is submitted to the History Graduate Office.

Foreign language requirement(s) must be fulfilled no later than the quarter before the student takes the MA Examination or PhD General Examination

Satisfactory Performance and Progress

Measures of Satisfactory Performance and Progress

The principle considerations in evaluating graduate students are whether they are performing at a level to be expected of masters or doctoral students (satisfactory performance), and whether they are proceeding expeditiously toward the degree with a coherent program of studies (satisfactory progress).

The student's written and oral work must demonstrate a solid capacity for graduate-level work, as evidenced by course grades, the end-of the quarter evaluations provided by their faculty, and faculty assessments of student progress and performance such as those included in letters regarding promotion from the History MA Program to the PhD Program, letters of support for funding, including the Department's Annual Review, and the results of the MA Exam and PhD General Exam.

The student must complete the requirements for the degree in a timely fashion.

- Completion of the MA degree within six years: This is a Graduate School requirement.
- Completion of the History MA/PhD or History PhD within ten years. This is a Graduate School requirement.
- Time spent on leave counts toward the time to degree

A History graduate student must

- Receive grades of at least 3.5 in History graduate courses or other graduate-level history-content courses (400-500 level)
- Receive grades of credit (CR) for HIST 600 and HIST 800
- Maintain quarterly and cumulative GPAs of at least 3.5.

Time to Degree

The student must complete the requirements for the degree in a timely fashion.

- Completion of the MA degree within six years: This is a Graduate School requirement.
- Completion of the History MA/PhD or History PhD within ten years. This is a Graduate School requirement.
- Time spent on leave counts toward the time to degree

History graduate students who exceed the time limits to the degree will no longer be allowed to register or go on leave, and will lapse from the History Graduate Program

Evaluation of Graduate Students

End-of-the-Quarter Evaluations

At the end of Autumn, Winter and Spring Quarters, the History Graduate Office provides History Department faculty with forms by which they evaluate the performance and progress of each History graduate student in their class(es) or for whom they supervised HSTRY 600 or HSTRY 800 credits that quarter. The completed evaluation forms are submitted to the History Graduate Office and placed in the student's academic file. The End-of-the-Quarter Evaluations are not confidential and can be read by the student (see Student Academic Files below).

Satisfactory Progress Review (Summer Quarter)

The History Graduate Office conducts an annual (usually in Summer) satisfactory progress review of the Department's graduate students. Students are alerted to issues regarding their progress in the program. These include Xs, Is, and Ns on the transcript, deadlines for establishing graduate committees, signing up for exams, etc. Students are warned in advance if they are approaching the Graduate School's time limit to complete degree requirements.

Annual Review and Funding Application (Winter Quarter)

The History Department conducts a yearly satisfactory progress/ performance review of its graduate students in Winter Quarter. The Annual Review is an important process that serves several purposes. First, it allows primary advisors and graduate students to review in detail the progress that has been made in the past year, and make plans and schedules for future progress. In other words, it represents the best opportunity for primary advisors and students to have a far-ranging discussion of all issues involving the student's present situation and future plans. For students who will still be within the period of their funding offer the following year, the Annual Review serves to establish that they are making satisfactory progress. For students who will be beyond the period of their funding offer the Annual Review serves as an important tool for the Graduate Studies Committee to understand the funding requests of individual students, to evaluate what progress has been made to date, and to determine how to best allocate departmental resources.

All students currently enrolled in the program, including those currently in on-leave status, and whether or not they are eligible for departmental funding, are expected to complete the Annual Review process as an evaluation of their progress and performance in the Graduate Program. Only students who are extremely confident that they will have completed their dissertation defense by the end of the current academic year need not complete the review. If it is possible that a student will still be enrolled in the graduate program in subsequently it is important to complete this Annual Review because it is required to determine all funding decisions for the coming academic year. It is also a point to check on academic status.

Graduate students must meet with their faculty Chairs early in Winter Quarter to discuss the Annual Review and to review the materials required to be submitted by the student. The student is expected to provide their Chair with following materials in advance of

their meeting (faculty advisers do not have access to these materials, including your transcript, unless they are provided by the student):

- Unofficial transcript (students may print this from MyUW)
- CV
- Dissertation abstract (required for all students in year three and beyond)
- For Departmental TAs:
 - TA evaluations from faculty supervisors for TA appointments from the previous Winter, Spring and Autumn quarters
 - Student evaluations for sectioned TA course assignments for TA appointments from the previous Winter, Spring and Autumn quarters
- Educational and Research Objectives Statement
- Optional materials:
 - Statement of interest for the Department's Lead TA position
 - Statement of interest for the Center for the Study of the Pacific Northwest (CSPN) Staff Assistantship position
 - Statement of interest for the Department's Community/Web Staff Assistantship

The Educational and Research Objectives Statement (300 words)

This statement should describe the student's progress through the graduate program, including progress to date and projected plans for the coming year. The statement should indicate what the student sees coming next in their academic plans, for example:

For MA students:

- Language training: include any foreign language proficiency required by faculty supervisors for the MA
- Writing your seminar paper: address the intellectual rationale for the research focus of the seminar paper
- Establishing your MA Committee and fields: address the intellectual rationale for the combination of fields and faculty supervisors
- Taking the MA Exam: when do you intend to take the MA Exam?
- Completing the MA degree and promoting to the PhD program
- Applying for external funding: types of funding and sources
- TAing

For PhD students:

- Language training: include specific foreign language proficiency required by faculty supervisors for the PhD
- Writing your seminar paper: address the intellectual rationale for the research focus of the seminar paper
- Establishing your PhD Committee and fields: address the intellectual rationale for the combination of fields and faculty supervisors
- Taking the PhD General Exam: when do you intend to take the PhD General Exam?

- Working on the dissertation prospectus
- Applying for external funding: types of funding and sources
- TAing

For PhC students:

- Presenting the dissertation prospectus
- Researching and writing the dissertation
 - Address the major contributions of your dissertation
 - Describe your research/writing progress
 - Be specific about how many chapters you have outlined/drafted and written, and how many total chapters you intend to write
- If the student is applying for departmental fellowship or stipend support for dissertation research and writing, the statement should summarize the project and explain the need for such support (be specific about how the funding will be used)
- Applying for external funding
 - Describe types of funding and sources
 - Consider using the Graduate Funding Information Service, [linked here](#), to find alternative funding sources.
- Teaching (TA or pre-doc instructor)
- Provide a timeline for completion of the PhD degree; for example, “I have written 2 of 5 chapters, and plan to defend my dissertation in Spring 2026.”
 - Note that your advisor will likely also be providing information about the chapters completed and a proposed timeline of progress toward completion of the dissertation

It is important that the student and Chair discuss the student’s Annual Review materials so that both of you have a clear understanding of your current progress and future plans. The goals of the meeting between the student and Chair are:

- Assess the student's progress and performance in the graduate program
- Discuss the student's educational and research plans for the upcoming year
- Determine funding aspirations for the coming year (fellowship, TA, RA, etc.)

The student’s Annual Review materials should be revised as needed in light of the discussion with the Chair, before they are submitted via Google form

The faculty Chair must submit the completed Annual Review form to directly to the History Graduate Office detailing the student’s current progress and performance, plans for the coming year, and funding needs.

The Annual Reviews are evaluated by the History Graduate Studies Committee.

- Students who are determined to not be performing at a level expected of masters or doctoral students and/or who are not making satisfactory progress will receive written notification of this assessment and will be advised on what steps they

should take to correct any problems or concerns expressed by the Graduate Studies Committee or faculty. Failure to comply with these instructions may lead to a recommendation to the Dean of the Graduate School for alteration of a student's standing. See Graduate School Policy 3.7: Academic Performance and Progress

Student Academic Files

History graduate students can review the contents of their academic file, with the exception of confidential materials such as the letters of recommendation submitted as part of the graduate admission application materials, faculty letters submitted for promotion from the History MA program to the PhD program, faculty comments for evaluation for graduate admission and for promotion to the History PhD, faculty letters in support of funding nominations, and annual review letters. A student who wants to review must contact the History Graduate Office in advance to make an appointment. Academic files cannot be removed from the History Graduate Office.

THE HISTORY MA PROGRAM

The UW Graduate School's policies, procedures and requirements for the Masters degree be found at the **Graduate School's Policy 1.1: Graduate Degree Requirements**

The Master of Arts degree is typically the student's first professional degree in the field of history. Since this stage often serves as the student's introduction to both the profession and the department, the coursework and assessment processes are particularly significant.

Upon successful completion of the MA degree and with the support of their faculty, students are eligible to apply for promotion to the PhD program.

Credits

The History MA degree requires at least 36 graduate-level credits of History and History-content related coursework completed while in the UW History Graduate Program.

Courses

The courses and for the MA degree must include:

- HSTRY 500: Historical Perspectives
- A two-quarter research seminar (most likely the HSTRY 596/597: History Research Seminar sequence)
- The courses required by the student's field supervisors for field preparation

The MA coursework must/may include:

- HSTRY 571: History as a Career is required if this course is offered while the student is still an MA student in their second year in the program; otherwise this course must be taken in the second year after the student has promoted to the History PhD program
- HSTRY 572: Dissertation Prospectus is required if this course is offered while the student is still an MA student in their second year in the program; otherwise this course must be taken in the second year after the student has promoted to the History PhD program

- HSTRY 570: Teaching History is required if the student is a first-time History Teaching Assistant while still in the MA program; otherwise this course must be taken in a subsequent year when the student is a first-time History TA.
- Students specializing in US history must take HSTAA 521: US History to 1877 and HSTAA 522: US History since 1877 if this sequence is offered while they are MA students; otherwise this sequence must be taken after the student has promoted to the History PhD program.

The MA Committee and Fields

MA students must officially set up their MA Committee and fields with the Graduate School and the History Department by the submission of the Request for Establishing a Masters Supervisory Committee forms to the History Graduate Office.

- New MA students receive the Request for Establishing a Masters Supervisory Committee forms during Autumn Quarter of their first year in the program. The forms are also available from the History Graduate Office. **See Appendix C for the MA Committee and Fields Forms**
- These forms provide information and instructions for establishing the MA Committee and fields.
- They also include a Graduate School's Human Subjects form. Submission of the Human Subjects form is a Graduate School requirement for establishing the MA Committee and fields.
- Graduate students should fill out the Request for Establishing a Masters Supervisory Committee forms in conjunction with both faculty field supervisors.

The MA Committee and fields must be established no later than the end of the student's second quarter in the graduate program.

The MA Supervisory Committee

The MA Supervisory Committee consists of two faculty advisors, one of whom is the graduate student's primary faculty advisor.

The student's primary faculty advisor serves as Chair of the MA Committee and supervises the first (primary) MA field

Both MA fields must be supervised by UW History Department faculty members who are members of the UW graduate faculty.

Faculty who are adjunct with the History Department do not Chair a MA Committee and do not supervise a first (primary) MA field

Graduate students **MUST** work with each of their MA committee members in some substantive way. This could include:

- Taking courses required or recommended for field preparation
- The MA seminar paper
- A HSTRY 600 course (or independent study)
- Other requirements determined by that committee member

MA Divisions and Fields

MA students can choose to create either two fields from a single division (eg., two fields from the US division), or a cross-divisional MA with two fields from two different divisions (eg. one US field and one Latin America field)

Both MA fields must be History fields. The MA fields must each be different in scope and content, and each must be supervised by a different History faculty member (one faculty member cannot supervise both fields).

As the MA is the student's first professional degree in History, MA fields should be broadly defined (e.g. Modern Russia, Early Imperial China, Twentieth Century U.S.). These typically are fields that will be further defined, refined and supplemented in the student's subsequent work at the PhD level.

Students are responsible for preparing a draft of the field title and description sections of the form for the faculty supervisor's approval.

The supervising faculty member is responsible for completing the required and recommended preparation sections of the field form.

- The faculty supervisor (not the student) determines the required and recommended preparation needed for the field as well as any foreign language proficiency requirements.
- It is common for MA Committee members to require an MA student to build an exam reading list of scholarly monographs for the student to read prior to the exam.

A student cannot be exempted from being examined in an MA field based on an examination or other work completed in a graduate program outside the UW History Department.

Seminar Paper Requirement

The seminar paper should be the length and format of a journal article (10,000 to 15,000 words including footnotes).

One of the student's MA Committee members must be substantively involved in the supervision of the seminar paper.

The MA seminar paper must be completed in a two-quarter research seminar (most likely the HSTRY 596/596: History Research Seminar sequence)

The seminar paper must be completed before the end of the quarter prior to the MA Examination.

The student must provide the History Graduate Office with a copy of the final version of MA seminar paper for inclusion in the student's file as a prerequisite for taking the MA Examination.

The UW History Department does not offer the MA thesis option; all MA students must complete a seminar paper as part of their degree requirements

Foreign Language Requirement

Any foreign language proficiency requirements imposed by the student's field supervisors must be fulfilled before the end of the quarter prior to the MA Examination

The MA Examination

The student must demonstrate a mastery of a substantial body of historical knowledge by an oral MA Examination, a 60-90 minute oral examination that covers the student's two MA fields and the seminar paper. (Unlike the PhD General Examination, there is no written component to the MA Examination.) It is the field supervisors' responsibility to determine whether a student has completed the necessary coursework, language study and other field preparation to proceed to the MA Examination. Where circumstances warrant, the committee members may choose to have students read a moderate number of additional books to ensure that they are properly prepared.

The History Graduate Office posts a message on the *MAPhDHist e-list* each quarter with the sign-up deadline to take the MA Exam the following quarter.

After the sign-up deadline has passed, the Graduate Office checks the academic file of each student who signed up for the MA Exam to ensure that the student has met the Graduate School's and Department's requirements to take the MA Exam and complete

the MA degree the following quarter. In order to be eligible to take the MA Exam, a student must have:

- Fulfilled the MA faculty supervisors' requirements for field and exam preparation no later than the quarter preceding the MA Exam.
- Completed the MA seminar paper no later than the quarter preceding the MA Exam
- Satisfied any MA foreign language proficiency requirement(s) no later than the quarter preceding the MA Exam
- Removed all X, I, and N grades from the transcript no later than the quarter preceding the MA Exam.
- The student must complete the 36 credits of History graduate coursework needed for the MA degree by the end of the MA Exam quarter
- It is important that the student not receive I, X, or N grades during their final quarter in the MA Program

The Graduate Office informs the student of any outstanding requirements and the deadline by which the requirements must be fulfilled in order to be eligible to take the MA Exam the following quarter.

Students who fulfill all the requirements to take the MA Exam in the following quarter are sent further instructions via email:

- To submit a copy of the MA seminar paper to both members of the MA Committee
- To schedule the MA Exam using the MA Examination Scheduling form, provided by the History Graduate Office
- To apply for the MA degree through the Graduate School's website.

After receiving confirmation that they can take the MA exam, the History Graduate Office will provide the student with instructions for applying for the MA degree through *MyGrad Program*, which produces the Graduate School's MA degree Warrant to be signed at the MA Examination

The student must provide both members of the MA Committee with a copy of the MA seminar paper no later than the end of the first week of the MA Exam quarter. Committee members have two weeks to read and review the seminar paper once they receive it.

- In cases where the seminar paper was written for a third faculty member not on the student's MA Committee, the MA field supervisors must inform the student if the seminar paper supervisor will be asked to attend the MA Exam.

Once the MA field supervisors have read and reviewed the seminar paper, they and the student must determine a day/time to schedule the oral MA Exam.

- The MA Exam must be scheduled for a 60-90 minute time slot sometime during the first four weeks of the quarter. The MA Exam CANNOT be held later than the end of the fourth week of the quarter, unless there are extenuating circumstances.

The completed and signed MA Examination Scheduling Form must be submitted to the History Graduate Office **at least one week prior to the MA Exam.**

Once the MA Exam Scheduling Form is submitted:

- The Graduate Office will reserve a room for the MA Exam and inform the student and faculty of the location.
- The Graduate Office will also send a reminder of the MA Exam day/time and location to the student and examiners a few days before the MA Exam.

The MA exam is conducted by the two-faculty members on the student's MA Supervisory Committee.

The MA oral exam covers:

- The student's two MA fields
- The student's seminar paper
- Note: it is common for committee members to ask MA students to describe how their MA fields and seminar paper will support their future research endeavors as a PhD student.

The Graduate Office provides the MA Chair with the Graduate School's Warrant and the Department's MA Exam grade form, to be completed and signed by the examiners at the conclusion of the MA Exam.

There are three possible grades for the result of the MA Examination:

- Pass, with a recommendation that the student apply for promotion to the UW History PhD program.
- Pass, with a recommendation that the student not be considered for the UW History PhD program.
- Fail. If the student fails the MA Examination, a written explanatory evaluation of the student's performance in the exam must be provided by the MA Committee. The evaluation will be placed in the student's file. The grade sheet and the evaluation are not confidential the student may see both. There is no re-examination for the MA

The completed/signed MA Exam grade sheet and the Warrant are placed in the student's file

If the student passes the MA Exam, the Graduate Office transmits the Department's approval for the degree to the Graduate School

Satisfactory Progress in the MA Program

MA students are expected to take the MA Exam no later than the Autumn Quarter or (in extenuating circumstances) Winter Quarter of their second year in the MA program.

- Extending the time to completion of the degree beyond these limits can be cause for concern about the student's progress in the Masters program and, consequently, an extension will be granted only in cases of extenuating circumstances beyond the student's control such as illness, faculty unavailability, etc.
- A student who must postpone the completion of the MA beyond the expected norm must submit an explanatory petition, supported by a letter from the chair of the MA Committee, for the approval of the Director of Graduate Studies.

The student must complete the MA degree within six years: This is a Graduate School requirement.

Promotion from the History MA Program to the History PhD Program

The promotion from MA to PhD is a major step, to be considered carefully by both the student, the student's Chair and the department. After successful completion of the MA Exam with a recommendation from the examiners that the student apply for promotion to the History PhD Program, a student who wishes to continue on for the PhD degree in the department must submit to the Graduate Studies Committee an application to be considered for promotion to the PhD program, The student applies to begin the PhD program quarter after the student has completed the MA degree.

The student must submit to the History Graduate Office a 1-2 page (single-spaced) application for promotion statement that includes:

- A summary of the student's work for the History MA program (fields, faculty and seminar paper);
- The student's plans for future study including a description of the student's proposed PhD fields and faculty.
 - Once admitted to the graduate program, a student cannot significantly change the geographical, chronological or substantive focus of his/her

primary area of study. For example, a student admitted for the MA to study Japanese history within the Asia division cannot switch to studying Korean history within the Asia division for the PhD; or a student admitted to study twentieth century U.S. history in the U.S. division for the MA cannot switch to early America in the U.S. division for the PhD program. With the approval of the Graduate Studies Committee it may be possible for a student to change the faculty member supervising the primary field to another if more than one History faculty member supervises that graduate field.

- The student should list the fields in order of importance in the promotion statement.
 - Graduate fields are ranked in descending order. That is, expectations for a student's first field should be greater than for the second, third, and so on.
 - PhD fields must be drawn from at least two divisions; at least one of the four fields should offer genuine diversity from the student's primary area of concentration.
- The faculty member who supervises the student's first (i.e., primary) field would serve as chair of the student's Doctoral Supervisory Committee.
 - Since the faculty members who supervise the student's PhD fields serve as the student's Doctoral Supervisory Committee, the student should speak with each of them to confirm the faculty member's willingness to serve in this capacity before submitting the promotion application to the Graduate Studies Committee.
- A brief description of the student's proposed dissertation topic.

The student's proposed PhD Chair must provide a letter of support for the student's application for promotion. This letter should address the student's career as a History MA student and address their capacity for graduate work at the doctoral level.

- This letter is confidential and must be submitted directly by the faculty member to the History Graduate Office at the time that the student submits the statement of purpose for promotion to the PhD program.

Promotion application materials (including the student's promotion statement and the faculty letter) should be addressed to the History Graduate Studies Committee.

The materials required to apply for promotion to the History PhD program must be submitted to the History Graduate Office by the eighth week of the quarter in which the student completed the History MA degree.

The History Graduate Studies Committee receives a copy of the student's promotion statement, the student's UW MA transcript, and the faculty member's letter of support for the promotion request.

The History Graduate Studies Committee is responsible for decisions on promotion to the PhD program based upon a review of the student's record. The committee may

consult with those History faculty members with whom the student has worked and with whom the student proposes to work.

Students are notified in writing of the committee's decision on the promotion application.

- If the student is not promoted to the PhD program, the History Graduate Office will inform the Graduate School and the student will not be allowed to register for any further coursework as a History graduate student.
- Students who are promoted to the PhD program must meet with the department's Director of Graduate Studies to discuss their promotion and their plans for the PhD. At this meeting the DGS and the student discuss the student's plans for the PhD program, the DGS answers any questions the student might have, and gives the student the forms needed to establish the student's PhD Supervisory Committee and fields.

THE HISTORY PhD PROGRAM

The UW Graduate School's policies, procedures and requirements for the Doctoral degree be found at the **Graduate School's Policy 1.1: Graduate Degree Requirements**.

Students enter the UW History PhD Program by one of two ways: either they were admitted directly to the doctoral program because they had completed an MA degree in History or a closely-related field in another program, or they completed the UW History MA degree and were then promoted to the UW History PhD program. Consequently, there are differences in the credits and course requirements and the timelines by which these students progress through the PhD Program.

The period of time between a student's admission or promotion to the PhD program and a student's advancement to doctoral candidacy is devoted largely to study in the student's four fields and other requirements in preparation for the PhD General Examination

In addition to preparing the student for the General Examination, this work has two purposes:

1. To develop the student's professional skills in preparation for a teaching or other career
2. To deepen the student's historical knowledge within an area of specialization in preparation for researching and writing the PhD dissertation.

The PhD Supervisory Committee and Fields

Establishing a PhD Supervisory Committee and Fields

PhD students must officially set up their PhD Committee and fields with the Graduate School and the History Department by the submission of the Request for Establishing the PhD Fields and Supervisory Committee forms to the History Graduate Office.

- These forms provide information and instructions for establishing the PhD Committee and fields.
- The forms also include a Graduate School's Human Subjects form. Submission of the Human Subjects form is a requirement for establishing the PhD Committee and fields.

- The forms also include the Graduate School Representative (GSR) form

New PhD students receive the Request for Establishing the PhD Fields and Supervisory Committee forms during Autumn Quarter of their first year in the program. The forms are also available from the History Graduate Office.

- The PhD Supervisory Committee and fields must be officially established with the History Department and the Graduate School by the end of the student's third quarter in the Graduate Program

Students who promote from the History MA Program to the History PhD Program receive the Request for Establishing the PhD Fields and Supervisory Committee forms after they have met with the Director of Graduate Students to discuss their promotion and their plans for the PhD.

- The PhD Supervisory Committee and fields must be officially established with the History Department and the Graduate School by the end of the student's first quarter in the PhD Program

Under no circumstances will a student be allowed to take the PhD General Exam if the student's committee and fields were not officially established with both the History Graduate Office and the Graduate School at least four months before the exam.

The Doctoral Supervisory Committee

The Doctoral Supervisory Committee consists of the four PhD field supervisors and the Graduate School Representative, all of whom are voting members of the committee

- The supervisor of the first (primary) PhD field serves as Chair of the PhD Supervisory Committee.
- The Chair must be a member of the History Graduate Faculty, with an endorsement to chair doctoral committees
- Faculty who are adjunct with the History Department do not Chair a History PhD Committee and do not supervise the student's first PhD field).

The Graduate School Representative (GSR)

The establishment of the PhD Supervisory Committee requires that a Graduate School Representative (GSR) be named to the Committee. The GSR is appointed to represent the broad concerns of the University and the Graduate School with respect to high

standards of scholarly work--that the student's mastery of the subject matter is comprehensive and that examinations are rigorous and fair--and to ensure that the Graduate School's procedures and policies are adhered to.

A GSR is a UW graduate faculty member from outside the History Department who holds an endorsement to chair doctoral committees and to serve as a GSR.

The GSR cannot have an appointment with the History Department or hold a joint, adjunct or affiliate appointment, and must have no conflicts of interest (familial, budgetary, departmental, etc.) with the student or the Chair of the Supervisory Committee. The Chair of the student's PhD Supervisory Committee and the GSR cannot both have appointments (as an adjunct, joint or affiliate) in the same department outside of History.

The GSR is selected by the student in consultation with their faculty advisor(s).

- For a list of members of the UW Graduate Faculty, see the Graduate School's [Graduate Faculty Locator](#).

The GSR who serves on the student's PhD Committee for the PhD General Examination also serves on the student's Committee for the Final Examination. The GSR must attend the both the PhD General Examination and the Final Examination.

PhD Divisions and Fields

A PhD student must offer four doctoral fields for examination.

- A student cannot be exempted from being examined in a History PhD field based on the result of the UW History MA Examination in that field or based on an examination or other work completed in a program outside the UW History Department.

History PhD students work closely with their faculty supervisors to create their four doctoral fields and prepare them for examination.

- The student should prepare a draft of each field's title and its topical/chronological/geographical description for discussion with the faculty supervisor and for the faculty supervisor's approval.
- The faculty supervisor (not the student) determines the required and recommended preparation needed for the field as well as any foreign language proficiency requirements. The supervising faculty member is responsible for completing the required and recommended field preparation and foreign language requirement sections of the field form.

Graduate fields are ranked in descending order. Expectations for a student's first field should be greater than for the second field and for the third field, and so on.

The four PhD fields must each be different in scope and content and each must be supervised by a different faculty member.

The doctoral fields can be thought of as teaching and research fields: fields that support the student's doctoral and future academic research, and broader fields that place the student's research interests into larger geographical/chronological/topical contexts to form the bases for academic teaching.

The four PhD fields must be drawn from at least two divisions and at least one field must offer genuine diversity from the student's primary area of specialization, both in the content of the field and the specialization of the field supervisor.

- For example, a student specializing in Asian history cannot offer three Asian fields and a fourth field in comparative history supervised by a faculty member who also specializes in Asian history.

One of the four PhD fields can be from outside of history and supervised by a non-history UW faculty member. This non-history field cannot be the student's primary field.

PhD students specializing in U.S. history must offer at least one chronological field: Early America; Nineteenth Century U.S.; Twentieth Century U.S.; or a chronological field that is a combination of these periods, as appropriate.

PhD students have an option to “course-out” the fourth PhD field by completing relevant work in at least two classes under the supervision of the field supervisor and a project designed to enhance the student's professional skills in teaching, digital history, public history, or specific methodological approaches in history (for example, statistical analysis, computer mapping, etc.).

- Essays or other written work developed in these two courses can form the foundation and background for the project, but do not in themselves constitute the actual project. The project's materials and focus should expand beyond the requirements of the coursework into a practical application and demonstration of the student's mastery of specific methodological, technological, pedagogical approaches and skills.
- These projects could include:
 - A teaching project for which the student prepares course syllabi, assignments, discussion prompts, exam questions, paper topics, textbooks/reading assignments, and other curricular material for a teaching field.

- A digital project that demonstrates mastery over specific digital tools, research methods, or pedagogical approaches.
- A public history project or a project that involves significant community outreach/education.
- The student and the field supervisor determine the description of the project and its objectives.
- When the project is completed, the student must submit the project materials to the field supervisor along with a final written summary detailing the work done for the field. This summary must include the titles of the two courses (with quarter/year taken) with the field supervisor, a description of the project, and a discussion of the research undertaken, the methodological and/or pedagogical approaches to the project, and its objectives and outcomes.
- The two required courses taken under the supervision of the field supervisor and the work done for the project must be completed no later than the quarter prior to the student's PhD exams. Prior to the PhD exam quarter, the student must provide the History Graduate Office with a copy of the final written summary of the project (as described above), approved by the field supervisor.
- There is no written PhD exam for a "coursed out" fourth field, but the field and its project will be examined by the field supervisor during the PhD oral exam.

Credits

The History PhD degree requires 90 graduate-level credits of History and History-content related coursework completed while in the UW History Graduate Program.

A graduate student must complete 60 credits of graduate-level History or History-related coursework (completed in the UW History Graduate Program) prior to taking the PhD General Examination

- For students who completed the UW History MA degree and promoted to the UW History PhD Program:
 - Thirty credits of graduate-level History or History-related coursework from the UW History MA Program (only) can be counted toward the 60 credits of graduate-level History or History-related coursework needed prior to the PhD General Examination
 - The remaining thirty credits of required graduate-level History or History-related coursework needed prior to the PhD General Examination must be completed while in the PhD program.
 - History does not apply credits from another UW graduate program or a non-UW graduate program towards the History PhD credit requirements

A graduate student must complete 30 credits HSTRY 800: Dissertation Research and Writing for the degree

- A student can begin to take HSTRY 800 credits during the quarter of the PhD General Examination

Courses

The courses for the PhD must include:

- A two-quarter research seminar completed while in the PhD Program (likely the HSTRY 596/597: History Research Seminar sequence))
- The courses required by the student's PhD field supervisors for field preparation
- HSTRY 500: Historical Perspectives: is required for a PhD student unless the course was already taken as a History MA student
- HSTRY 571: History as a Career is required for a second-year PhD student unless the course was already taken as an MA student
- HSTRY 572: Dissertation Prospectus is required for a second-year PhD student unless the course was already taken as an MA student
- HSTRY 570: Teaching History is required if the PhD student is a first-time History Teaching Assistant
- PhD students specializing in US history must take HSTAA 521: US History to 1877 and HSTAA 522: US History since 1877 unless the sequence was already taken as an MA student

PhD Seminar Paper Requirement

The PhD seminar paper must be completed in a two-quarter research seminar (most likely the HSTRY 596/596: History Research Seminar sequence) when the student is in the History doctoral program

The PhD seminar paper must be completed no later than the quarter preceding the PhD General Exam.

The student must provide the History Graduate Office with a copy of the final version of PhD seminar paper for inclusion in the student's file as a prerequisite for taking the PhD General Examination

Foreign Language Requirement

Any foreign language proficiency requirements imposed by the student's field supervisors must be fulfilled before the end of the quarter prior to the PhD General Examination

Satisfactory Progress to the PhD General Examination

In order to be eligible to take the PhD General Exam, a student must have completed the following before the end of the quarter preceding the General Exam:

- Fulfilled the Graduate School's credit requirement (60 graduate credits)
- Fulfilled the PhD faculty supervisors' requirements for field and exam preparation. It is the PhD field supervisors' responsibility to determine whether a student has completed the necessary field preparation to proceed to the PhD General Examination
- Completed the PhD seminar paper
- Satisfied any required PhD foreign language requirement
- Removed all X, I, and N grades from the transcript

MA students who complete the UW History MA degree and promote to the History PhD program are expected to take the PhD General Exam no later than one year from the quarter of promotion to the PhD program.

Students admitted to the PhD program PhD are expected to take the PhD General Exam no later than the Autumn Quarter of their third year in the graduate program (except in extenuating circumstances).

Extending the time to the PhD exams beyond these limits can be cause for concern about the student's progress in the doctoral program; consequently, an extension will be granted only in cases of extenuating circumstances beyond the student's control. A student who must postpone the PhD exams beyond the expected norms must submit an explanatory petition, supported by a letter from the chair of the PhD Committee, for the approval of the Director of Graduate Studies.

The PhD General Examination

The PhD General Examination consists of written field examinations (four hours each) and a two-hour oral exam. The written examinations and the oral must be held in the same quarter.

- A student must write exams in all four PhD fields, except in the case when the student has coursed-out the fourth PhD field--the coursed-out field will be examined at the PhD oral.
- A student must be registered and remain registered during the quarter of the PhD General Examination

The History Graduate Office posts a message on the *MAPhDHist e-list* each quarter with the sign-up deadline to take the PhD General Examination the following quarter.

- After the sign-up deadline has passed, the Graduate Office checks the file of each student who signed up for the General Exam, and informs the student of any outstanding requirements and the deadline by which the requirements must be fulfilled in order to be eligible to take the General Exam the following quarter
- Students who fulfill all the requirements to take the General Exam in the following quarter are provided with instructions for the written exams and for scheduling the oral portion of the General Examination.
- The student decides in which order the written exams will be taken (which exam will be written on which date).
 - The written exams are given on the Tuesdays and Thursdays of the second and third (full) weeks of the quarter
 - An alternate written examination schedule is permissible only in extenuating circumstances beyond the student's control, such as illness, accident or religious exemption. Not yet being prepared to take the exams during the regular exam schedule is not an extenuating circumstance for postponing the exams to later in the quarter. Alternate written exam schedules must be approved by the Director of Graduate Studies
- The Graduate Office emails the faculty examiners to request their exam questions. Faculty examiners must provide the exam questions to the History Graduate Office at least a week before the student is scheduled to write the exam

Written PhD Examinations

PhD Exam Tips

The student will receive the exam questions via email (sent to their UW email address) at 9:30 a.m. on the scheduled exam day. The student must confirm receipt of the questions via phone or email. The student will return the completed exam to the History Graduate Office via email (histgrad@uw.edu) at 2:00pm. This gives the student four hours to write the exam and a half-hour break.

- An examiner may or may not allow a student to use books, notes and previously-prepared material for writing the PhD exam. The student should discuss this with their examiners while preparing their fields for examination.
- A faulty examiner can request that the exam not be done by email, in which case an alternate means will be arranged with the student.

The Graduate Office will forward the completed exam to the faculty examiner via email. Examiners must email their exam comments to the students and the History Graduate Office within a week after the written exam was taken.

- A faculty examiner reads and comments on their own exam only.

The History Graduate Office provides the student's Chair and the GSR with copies of all the written exam questions, answers and comments in advance of the PhD oral.

The PhD Oral Examination

The four PhD field supervisors (one of whom is the Chair), the GSR, and the student participate in the oral portion of the General Exam.

It is the student's responsibility to find a two-hour bloc of time when all members of the PhD Supervisory Committee can attend

- The General Examination is scheduled or 2-3 weeks after the last written exam, to give the examiners time to read and comment on the exams and the student time to use the comments to prepare for the oral.
- The student must inform the History Graduate Office of the day/time agreed to for the oral portion of the General Exam at least two weeks before it is to be held. The History Graduate Office then reserves a room for the oral.
- The Graduate Office provides instructions to the student for scheduling the oral with the Graduate School (only the student can do this through *MyGradProgram*).
- The History Graduate Office must then submit its approval for holding the oral; upon receipt of this approval the Graduate School sends emails to the Committee and student with the day, time and location of the oral. This step also produces the Graduate School's Warrant for the General Examination.

Note: The oral portion of the PhD General Examination is an examination and not a "public" event open to everyone. The presence of guests (other students, family members, etc.) compromises the confidentiality of the result of the General Examination, which should remain confidential between the student, examiners, and GSR present.

The Graduate Office will send an email reminder to the Committee and student a few days before the oral.

The History Graduate Office provides the Chair with the Graduate School's Warrant and the History Department's PhD grade sheet prior to the oral.

- At the conclusion of the General Examination, the examiners grade the student on the written and oral performance in each field (Honors, High Pass, Pass, or Fail). Together the examiners also give an overall grade for the General Examination (Honors, High Pass, Pass, or Fail).

- At the conclusion of the General Examination, the Committee (including the GSR) must sign the Graduate School's Warrant, indicating the result of the General Exam (pass/fail/re-examine), which is transmitted by the History Graduate Office to the Graduate School.
- The exams and comments, grade sheet and Warrant are placed in the student's file.

A student who passes the PhD General Examination has achieved Doctoral Candidacy (PhC)

The Dissertation

Following the successful completion of the PhD General examination, the student's graduate school career is focused on researching and writing the dissertation. The completion of the dissertation marks the beginning of the student's professional life, and therefore represents the most serious obligation the student undertakes during graduate work. Students should plan their dissertation work very carefully, bearing in mind not only the research opportunities in and recent directions of their specialized field of history, but also funding possibilities and needs through the period of research and writing. The student and the chair of the PhD Supervisory Committee should begin discussions about the proposed dissertation, the prospectus, and an appropriate dissertation Reading Committee during the process of preparing for the PhD exams. The decisions a student and the readers make about the dissertation are necessarily individual, but the Graduate School and department requirements form the parameters in which these decisions should be made.

The Dissertation Prospectus

The History Department requires its students to develop a robust dissertation prospectus that outlines the major arguments and interventions of the research project, relates it to major debates in the literature, and describes a research plan and intended timeline. The prospectus should be in a format from which research funding applications can be shaped.

The development of the prospectus begins with the student taking the required HSTRY 572: Dissertation Prospectus course in Spring Quarter of their second year. This course facilitates the production of a first draft of the dissertation prospectus. By requiring students to craft an initial prospectus draft in Spring Quarter of the second year of the program, the department equips students with the knowledge necessary to craft a prospectus, facilitates the development of preliminary dissertation research plans, and ensures that students have time to receive preliminary feedback on their research plans

from their Doctoral Supervisory committee and incorporate them into the dissertation prospectus.

Some students find that their dissertation research plans have evolved between taking HSTRY 572 in the Spring of their second year in the program, and may need to undertake substantial revisions or re-writes to develop a robust and well-planned proposal that will be presented to the department in the quarter of the PhD General Exam.

The Dissertation Prospectus Presentation

All History PhD students must present a dissertation prospectus to the Department. The presentation provides the student an opportunity to share their research with the Departmental community. This is also a useful opportunity for the student to receive feedback on the dissertation's content, scope, sources and methodology from both History faculty and graduate students in a variety of fields, who have various research interests and use various historical methodologies.

Students fulfill the dissertation prospectus presentation requirement at the end of the quarter in which they take their PhD General Exam.

- The presentations are usually scheduled during final exam week and are done via zoom.
- In case of extenuating circumstances, a student's Chair can consult with the DGS to approve a student's request to fulfill the dissertation prospectus presentation requirement in the quarter after the student takes the PhD General Exam. (In this case, the prospectus presentation must take place no later than the exam week of the quarter following their candidacy.)

The student presenter and the PhD Chair must attend the presentation. History Department faculty and graduate students are invited to attend.

The student must provide the History Graduate Office with a copy of the prospectus a week before the presentation, so that it can be pre-circulated electronically among the History Department faculty and graduate students via departmental e-lists. Attendees are not required to read the prospectus prior to the presentation.

The prospectus should describe the dissertation in approximately ten double-spaced pages and include the following sections: Scope and Significance, Methods and Sources, and a Schedule for Completion. Attached should be a two-page selected bibliography of primary and secondary sources. The prospectus should be in a format from which research funding applications can be shaped.

The prospectus presentation is scheduled for 45-60 minutes. This includes the presentation of the prospectus (which may include a visual component such as PowerPoint slides) and the comments/questions/ discussion from faculty and other graduate student attendees. The presentation should give a sense of the scope of the project and may also discuss a particular aspect in more detail.

The dissertation prospectus presentation is not graded and is not a formal “defense” of the dissertation proposal as such, but rather the prospectus at this point is still a work-in-progress. After the presentation, the student will consult with their Chair about whether any of the feedback, suggestions, etc. made by the audience should be incorporated into the prospectus. It is up to the PhD Chair to check that any necessary changes are implemented in the final version of the prospectus. Changes in dissertation topic that emerge after the prospectus has been presented do not require submission of another prospectus to the Graduate Office.

The Dissertation Reading Committee

The Dissertation Reading Committee is set up as a subset of the PhD Supervisory Committee (the PhD exam committee)

The Dissertation Reading Committee consists of three UW graduate faculty members, one of whom is the student’s PhD Chair.

- Faculty who served as the student’s field supervisors on the PhD Supervisory Committee can also be members of the Reading Committee
- Faculty who did not serve on the student’s PhD Supervisory Committee can serve on the Reading Committee
- The readers must be members of the UW Graduate Faculty
- The Reading Committee should be set up as soon as the student and the Chair determine the faculty who are most appropriate to serve as readers for the dissertation
 - The student must inform the History Graduate Office of the names of the readers who have agreed to serve so that the Reading Committee can be set up with the Graduate School
- The composition of the Reading Committee can change if necessary as the student progresses with the dissertation.
- It is possible for a faculty member from another school to serve as a fourth reader on the Reading Committee
 - The student must still have a full UW graduate faculty Reading Committee of three readers from UW, with the outside reader in addition
 - The History Department will not pay any expenses for the outside reader, including travel and for the time spent reading the dissertation

- The non-UW reader cannot serve as chair or co-chair of the Reading Committee.

The GSR who served on the PhD Supervisory Committee for the General Examination continues to serve in this capacity for the Final Examination.

- The GSR is not a member of the Reading Committee and is not required to read the dissertation
- The GSR can be replaced for the PhD Final Examination only in extenuating circumstances: if the faculty member has retired, left UW, or is on leave and unavailable during the quarter of the defense
- The student should ask the GSR whether they want to read the entire dissertation or any part of it.

The student must meet with the entire Reading Committee at least once per year to discuss the progress on the dissertation.

Readers normally want to read the dissertation as each chapter is written (rather than waiting for a complete draft of the entire dissertation to be read all at once) so that they can comment on issues of organization, etc. and catch any potential problems in the research, direction, etc. of the dissertation early in the writing stages.

Submit a complete final draft of the dissertation to your readers well in advance of your PhD Final Examination (dissertation defense). This will give the readers time to make final comments on the draft and give you time to make any required changes to the dissertation. **The Reading Committee must read and approve a complete draft of the entire dissertation before the defense can be scheduled** The entire dissertation includes the introduction, chapters, conclusion, end/footnotes, and bibliography. A dissertation that requires additional research and writing, reorganization, rewriting, or is otherwise incomplete should not be approved for defense by the Reading Committee

The PhD Final Examination (Dissertation Defense)

After the Reading Committee has read and approved a complete draft of the entire dissertation, the student must contact the History Graduate Office to schedule the PhD Final Examination (dissertation defense). The Graduate Office will provide the student with instructions for finding a day/time for the defense and a copy of the Department's *PhD Final Exam Approval Form*.

- Defenses are scheduled to be held for two hours, although not all defenses take the entire time period.

- The members of the Reading Committee (one of whom is the chair), the GSR, and the student participate in the defense; therefore, a day and time must be found to accommodate all of their schedules.
- By signing the Department's *PhD Final Exam Approval Form*, the readers confirm that they have read and approved a complete draft of the entire dissertation, and the readers and GSR agree to the day and time scheduled for the defense.
- *For information about the Graduate School's policies regarding dissertation defenses, please visit this [link](#). **Note:** the History Department requires all committee members to attend, not just the minimum number required by the Graduate School.*

The History Graduate Office will reserve a room for the defense and provide instructions to the student for scheduling the defense with the Graduate School (only the student can do this through the *MyGradProgram* system). The History Graduate Office must then submit to the Graduate School its approval for holding the Final Examination; upon receipt of this approval the Graduate School sends emails to the Committee, GSR and student with the day, time and location of the defense.

- The Graduate School's email notification of the defense is sent to the members of the student's PhD Supervisory Committee, not just to the members of the Reading Committee. The members of the Reading Committee are also members of the Supervisory Committee. Members of the Supervisory Committee who are not also readers are therefore informed of the defense, but they do not have to read the dissertation or attend the defense (only the members of the Reading Committee, the GSR and student must attend the defense).
- The Graduate School also then produces the Warrant for the Final Examination
- The History Graduate Office will send an email reminder to the committee and student a few days before the PhD Final Examination

The PhD Final Examination is open to any member of the UW Graduate Faculty; it is not a "public" event open to anyone. If the student has friends or family who wish to attend the defense, they must have the student's permission as well as the permission of the chair of the PhD Committee in advance of the defense. Be advised that not all chairs allow guests to attend the Final Exam.

- Guests (including other faculty members not on the committee, etc.) do not participate in the Final Examination. Guests must leave the room whenever the student is asked to: at the beginning when the committee is discussing the format of the exam and at the end during the committee's deliberations.

In the event it is necessary to hold the defense via zoom or as a hybrid combination of in-person and remote participants, if the zoom connection is disrupted with any participant and it cannot be re-established, the defense must be terminated and re-scheduled for another day. *For information about the Graduate School's instructions for virtual PhD examinations, please click this [link](#).*

Chairs often like to have the student give a 15-20 minute presentation about the dissertation as a way to begin the Final Exam. The student should be prepared to talk about how the dissertation topic was chosen, research, significant findings, how the dissertation fits into the literature of the field, etc. etc.

The History Graduate Office provides the Chair with the Graduate School's Warrant. At the conclusion of the defense, the readers and GSR must sign the Warrant, indicating the result of the Final Exam (pass/fail/re-examine), which is transmitted by the History Graduate Office to the Graduate School. The Warrant (with the signed departmental *PhD Final Exam Approval Form* attached) is placed in the student's file.

The Graduate School informs the members of the Reading Committee that they must submit their approvals of the final version of the dissertation online through the *MyGrad Committee View* (link provided by the Graduate School) by the quarterly deadline

The student is responsible for ensuring that the dissertation conforms to the Graduate School's formatting and other requirements for the electronic submission of the dissertation and for submitting the dissertation to the Graduate School by the quarterly deadline.

- See the *Graduate School's "Dates and Deadlines"* page for the deadlines for submitting the dissertation to the Graduate School.

The student must be registered (for at least 2 credits) and remain registered during the quarter of the PhD Final Examination.

- If the student does not have funding that will pay for the final quarter registration, the History Department will pay for 2 credits of HSTRY 800: Dissertation Research and Writing for the defense quarter.
 - This tuition payment is a one-time benefit and will not be repeated if the defense occurs later than the quarter for which tuition was requested and paid
 - The student is responsible for paying any fees not covered by the tuition payment
 - If the student needs more than 2 credits of HSTRY 800 for the degree, the student is responsible for paying the tuition and fees for the additional credits
- If the student wants the History Department to pay for the credits for the final quarter registration, the Reading Committee must confirm that they have *read and approved a complete draft of the entire dissertation*, and the readers and GSR must agree on a day/time for the defense by submitting *PhD Final Exam Approval Form* prior to the end of the quarter preceding the defense quarter. The History Department won't commit to paying the tuition unless we are sure that the

student will defend that quarter and this gives the Department time to make the payment before the tuition deadline.

- If the student has funding that will pay for the defense quarter tuition, then the completed and signed PhD Final Exam Approval Form needs to be submitted to the History Graduate Office at least two weeks before the defense will be held.
- The History Department will not pay the Graduate Registration Waiver Fee or for a student's credits in the quarter(s) after the defense.

Satisfactory Progress to the PhD Final Examination (Dissertation Defense)

The Graduate School has a 10-year limit to complete the UW History MA/PhD or PhD degree.

If circumstances beyond the doctoral student's control necessitate that completion of the degree be postponed by one quarter (only) beyond the ten year limit (ie., to Autumn Quarter of the eleventh year), the PhD Final Examination must be scheduled with the Graduate School before the end of Summer Quarter in order to extend this completion deadline to Autumn Quarter.

- The Dissertation Reading Committee must have read and approved a complete draft of the entire dissertation before they can agree to scheduling the defense.
- This means that a complete draft of the dissertation must be finished and approved by Summer Quarter.
- The Reading Committee and the GSR must also then agree to a specific day/time for the defense in Autumn Quarter.

At this point, scheduling the Final Exam will require the submission of a petition to the Graduate School requesting a one-quarter extension to the ten-year limit for completing the degree.

- The petition is submitted by the History Graduate Office only once and then only at the time that the defense is scheduled with the Graduate School.
- The Graduate School will usually approve a petition for a short extension of the ten-year limit, so it is in the student's best interest to finish the degree requirements as quickly as possible.

The student must be registered during the defense quarter: the History Department will pay for 2 credits of HSTRY 800 for the defense quarter (the student is responsible for paying any fees not covered by this tuition payment). The History Department will not

pay the Graduate Registration Waiver Fee or for a student's credits in the quarter(s) after the defense.

Reinstatement to the History PhD Program

A doctoral student who lapsed from the History doctoral program may be considered for reinstatement to the program to defend and finish the PhD degree, under the following circumstances:

- At the time the student lapsed, the student must have achieved doctoral candidacy (Ph.C.) and have completed all departmental and Graduate School degree requirements except the completion and defense of the dissertation
- The student must need 10 or fewer HSTRY 800 credits to complete the degree (the student must have already earned at least 20 credits of HSTRY 800 before lapsing from the Graduate Program).

The student's PhD Supervisory Committee and dissertation Reading Committee must be reconstituted

- The committee must consist of at least three readers (the Chair is one of the readers) and a Graduate School Representative (GSR). (primary/joint/adjunct/affiliate) in connection with the UW History Department
- Members of the student's original Reading Committee can serve on the committee unless they have retired, have left the University of Washington, or are otherwise not available to serve. Members of the original Reading Committee are not obligated to serve on the student's reconstituted Reading Committee.
- If it is necessary to reconstitute the Reading Committee by adding new members, the student can approach current active faculty and ask them to serve. Faculty members are not obligated to agree to serve on the student's committee.
- The original GSR can continue in this role on the reconstituted committee unless the faculty member has retired, has left the University of Washington, no longer has graduate faculty status, or is otherwise not available to serve. The original GSR is not obligated to agree to serve on the student's reconstituted committee.

Before the History Department will approve the reinstatement of a student, while out of status the student must have completed researching and writing the dissertation, the student's Reading Committee must have read and approved a complete draft of the entire dissertation, and the readers and GSR. must have agreed to a specific day/time in a future quarter to hold the defense. The student will then be reinstated for that one future quarter only, to defend and complete the degree.

- The student should confer with the members of the Reading Committee and GSR ahead of time to confirm their availability to attend a defense in a future quarter before committing to return in a particular quarter

- The student must submit the History Department's Final Exam Approval Form to the History Graduate Office prior to the end of the quarter preceding the defense quarter

The student must apply for reinstatement and pay the reinstatement fee.

- The History Department reinstates former students to defend and finish the degree in any quarter, including Summer Quarter.
- The History Department will not pay the reinstatement fee.

Scheduling the Final Exam will require the submission of a petition to the Graduate School requesting an extension to the ten-year limit for completing the degree. The petition is submitted by the History Graduate Office only once and then only at the time that the defense is scheduled with the Graduate School. The Graduate School will usually approve a petition for a short extension of the ten-year limit, so it is in the student's best interest to finish the degree requirements as quickly as possible.

The student must be registered during the defense quarter: The History Department will pay for 2 credits of HSTRY 800 for the defense quarter (the student is responsible for paying any fees not covered by this tuition payment). The student is responsible for paying the tuition and fees for any additional HSTRY 800 credits needed to complete the degree that quarter. The History Department will not pay the Graduate Registration Waiver Fee or for a student's credits in the quarter(s) after the defense.

During the one quarter of reinstatement, the reinstated student will not generally be prioritized to receive departmental funding (such as travel awards) or hold departmental appointments (such as ASE positions).

GRADUATE STUDENT FUNDING

Prospective Students

Applicants to the Graduate Program in History do not submit a separate application for departmental funding. All applicants for admission are considered for the departmental aid for which they are eligible, although we encourage applicants to simultaneously apply for external fellowships and other funding for which they may be eligible.

Current Graduate Students

Funding packages for History graduate students normally consist of a multi-year combination of teaching assistantships and fellowships.

- First-year graduate students are usually provided with fellowships from the History Department or other affiliated departments, or from the Graduate School. These fellowships provide the student with full graduate tuition, benefits and a monthly stipend during the nine-month academic year.
- In subsequent years History graduate students are usually funded by departmental Academic Student Employee appointments (Teaching/Staff/Research Assistantships) and, after achieving doctoral candidacy, by a combination of ASE appointments and fellowships for the remaining years of their original admission funding offer.

Students are strongly encouraged to continue to apply for outside funding, and a track record of applying for and/or securing external funding will strengthen a student's case for departmental awards. For all students in all divisions, a consistent effort to apply for outside funding (Simpson Center, non-History ASE appointments, etc.) will be an important factor in evaluating student progress through the program, even if that funding is not awarded. In the past, History graduate students have had an excellent track record of winning competitive university and national fellowships

History's Annual Review and Funding Application

In Winter Quarter, current graduate students submit the Department's Annual Review and Consolidated Funding Application in order to be considered for departmental funding (and University funding for which the Department nominates students) the following academic year.

- Students and their Chairs can request specific types of funding that would be most beneficial to the student's progress at their stage in the Graduate Program.
- As part of the Annual Review materials, a student can submit statements of interest to be considered for the Department's ASE Staff Assistantship in the Center for the Study of the Pacific Northwest (CSPN); the ASE Community/Web Staff Assistantship; and the ASE Lead Teaching Assistantship if these positions will be available the following academic year.

The Graduate Studies Committee evaluates student applications for funding based on:

- Academic merit and course performance; progress toward the degree in a timely manner
- Performance of duties in any previous departmental position (TA/RA/SA, reader, etc.)
- Faculty support and endorsement
- Prior types of funding
- Previous total quarters of departmental funding
- A track record of applying for and/or securing external funding will strengthen a student's case for departmental awards.

The Committee makes every effort to balance out types of funding across different kinds of appointments (TA, RA, fellowship) over the course of a graduate student's career, as best benefits the student's needs at their stage of the program.

- Newly PhC'd students are given priority for departmental fellowship funding for dissertation research

In consultation with the History Graduate Studies Committee (and based on their evaluation of the Annual Reviews), the History Department selects students to serve as the CSPN SA, the Community/Web SA, and the Lead TA, and students to be nominated for non-departmental funding, including:

- The Graduate School's Presidential Dissertation Fellowship
- The College of Arts and Sciences' Humanities Scholarships

Types of Funding: Fellowships

The History Department has a number of funds it uses to provide fellowships to graduate students, either as first-year funding for newly-admitted students or as funding for students in the latter stages of their original funding packages. Students do not apply directly for these departmental fellowships—they are awarded either as part of the original offer of graduate admission or as part of the Annual Review and Funding

process. The awarding of departmental fellowships is contingent on the continued availability of funds and like other departmental funding is not guaranteed beyond the term of the student's original funding package.

Currently, the Department offers students two quarters of departmental fellowships after they pass the PhD General Exam. Students must be in satisfactory progress to receive the fellowship offer. The Graduate Office reaches out to students to check in on preferred timing of these fellowship awards. Students may have some preference as to the quarters in which they receive the fellowships, but fellowship timing is still based on funding availability and departmental needs for Teaching Assistants.

History graduate students may also be funded by fellowships from other sources at UW; for example, by funds provided by the China Studies Program or by Foreign Language and Area Studies (FLAS) fellowships.

UW Fieldwork, Research and Independent Learning Abroad Program (FRILA)

Students who will be living abroad for at least eight (8) weeks of the fellowship quarter should register through UW's Fieldwork, Research and Independent Learning Abroad ([FRILA](#)). FRILA allows the student to register for dissertation credits with the cost included in the program fees, which will be covered by the History Department. The student is responsible for paying for any additional fees. By participating in the FRILA program, students should also be eligible for the low-cost study abroad health insurance.

Petition for Reduced Enrollment

Students who hold a fellowship that does not directly pay the tuition resident operating fee may be eligible to submit a [petition for reduced enrollment](#) in order to be registered for fewer than 10 credits:

Types of Funding: Service Appointments

Service appointees contribute to the University's teaching and research effort and, at the same time, gain valuable academic work experience. The University requires that appointees demonstrate high achievement in their fields of graduate study and the potential for excellence in teaching, research, or other activities related to the appointment.

Graduate students with service appointments are considered Academic Student Employees, or ASEs, of the University. ASE appointments are governed by UW's Executive Order 28.

Washington state law and University of Washington policy prohibits the UW from hiring candidates for graduate student employment who do not complete and clear a sexual misconduct declaration prior to their start of employment. For further information about this requirement, see the UW Human Resources website.

Service appointments in the History Department include:

- Readers
- Teaching Assistants
- Research Assistants
- Staff Assistants
- Pre-Doctoral Instructors

Of these, all but Readers are salaried ASE appointments: Readers are hourly appointments.

With the exception of readerships, students who are on-leave are not eligible for service appointments.

The History Department normally does not allow ASE appointees to hold concurrently any other ASE appointments (with the exception of readerships) or comparable fellowships during the tenure of their awards.

- This policy ensures that the Department is able to fund as many graduate students as possible, and that appointees proceed expeditiously toward the completion of their degrees.

History ASEs receive a job description provided by the faculty supervisor which must be signed by both the ASE and their supervisor, and then returned to the History Graduate Office.

Academic Student Employees at the University of Washington are unionized under United Auto Workers 4121 and are covered by a contract between the University and the union.

- Graduate students should familiarize themselves with the contract, which provides important details and lays out the rights and obligations of both the University and ASEs.
- A union representative gives a presentation at the new History graduate student orientation in September

Hourly Appointments: Readerships

Occasionally, the History Department hires graduate students as readers to grade exams and papers for large (50+ students) undergraduate lecture courses that do not have Teaching Assistants.

- Readerships are hourly positions and do not provide tuition or benefits.
- Readers are paid based on the number of students in the class. Readers generally earn \$25.00/hour (2026)
- Readers track and report their hours to Workday (the UW payroll system).
- Maximum hours per course are determined by the course enrollment.
- Department of History graduate students will be given priority for reader positions, but other non-History students may also apply.
- History graduate students may hold readerships concurrently with other graduate student service appointments (TA/RA/SA) or comparable fellowships.

Salaried ASE Appointments: TAships/RAships/SAships

The most common form of funding for History graduate students is by a 50% FTE (full time equivalent) salaried Academic Student Employee (ASE) appointment such as a Teaching Assistant, Research Assistant and Staff Assistant.

ASE appointment periods do not coincide with the UW academic calendar:

- Autumn Quarter: September 16 to December 15
- Winter Quarter: December 16 to March 15
- Spring Quarter: March 16 to June 15

ASEs work an average of 20 hours per week with a maximum of 220 hours per quarter

TAships/RAships/SAships require that the student be registered as a fulltime graduate student, for at least 10 graduate credits applicable to the degree each quarter.

ASEs with a 50% FTE appointment receive:

- Monthly stipend (which differs according the student's status):
 - History uses a Pre-PhC (Teaching/Staff/Research Associate I) and PhC (Teaching/Staff/Research Associate II) salary classification for ASE appointments
 - A student's salary classification is based upon their status on the first day of the quarterly appointment. Thus, a student holding a TA appointment in the quarter they take their PhD exams will be paid at the pre-PhC rate for that quarter. Once the student passes the PhD exams and achieves doctoral candidacy, they will be paid at the PhC Candidate rate in subsequent quarters. The pay rate will not change mid-quarter.
- Current ASE salary rates

- Tuition waiver – A quarterly tuition waiver covering the operating fee, building fee, and technology fee. Students are responsible for paying remaining fees (about \$400 per quarter)
 - ASE appointees must be registered as fulltime graduate students: 10 graduate credits per quarter
 - The ASE tuition waiver will pay for up to 18 credits per quarter; students are responsible for paying all tuition/fee charges for more than 18 credits in a quarter.
 - ASE appointees are responsible for paying any applicable fees not covered by the tuition waiver (about \$400 per quarter)
 - See Quarterly Tuition and Fees

- Health insurance – ASEs are automatically covered by the Graduate Appointee Insurance Program (GAIP) for each quarter of their appointment. Students who are covered by GAIP for the entire academic year (Autumn, Winter, and Spring Quarters) are also covered in Summer Quarter.
 - Holders of GAIP are responsible for understanding their insurance.
 - GAIP is administered by the UW Benefits Office. Any questions regarding GAIP must be addressed to the UW Benefits Office. History Department staff cannot answer questions about GAIP.

Teaching Assistants (TAs)

History TAs are employed to assist faculty members teaching large undergraduate classes

- TAs attend lectures and do the course readings, grade class assignments, hold office hours and meet regularly with their faculty supervisors
- TAs in sectioned courses also teach discussion sections

The appointment of non-native speakers of English as TAs is governed by Graduate School Policy 5.2:

Assignment of Teaching Assistants to Classes

- Each quarter, the students who will be holding TAs the following quarter are provided copies of the TA job descriptions submitted the faculty whose classes will have TAs and a form on which the students list their choices for their TA course assignments in rank order. The faculty also submit a form on which they list the students whom they would like assigned as TAs to their classes

- The History Graduate Office makes the TA course assignments based on the ranked lists provided by the students, with the goal of giving the most students their highest possible choices
- TAs are assigned a shared office for use during the period of their TA appointment

TA Training and Evaluation

- New History TAs must attend the Department's TA training in September, shortly before school starts, and they must participate in the UW Center for Teaching and Learning's TA Program
- New History TAs must take HSTRY 570: Teaching History in Autumn Quarter
- All History TAs must be evaluated by their faculty supervisors at least once during the quarter; TAs in their first or second quarter as a History TA must be evaluated twice during the quarter
 - TAs receive copies of these faculty evaluations for inclusion in their teaching portfolios and they must be submitted as part of the Department's Annual Review and Funding Application
- TAs teaching sectioned courses must be evaluated by their students at the end of the quarter
 - These online evaluation forms are set up through the UW's IASystem by the History Graduate Office
 - TAs receive these evaluations after the conclusion of the quarter for inclusion in their teaching portfolios and they must be submitted as part of the Department's Annual Review and Funding Application

History may appoint a Lead Teaching Assistant to help organize and run the Department's new TA training in September and to co-teach the HSTRY 570 with a faculty member in Autumn Quarter.

Pre-Doctoral Instructors

The History Department hires graduate students as pre-doctoral instructors to teach their own classes. To be eligible, students must have passed the PhD General Exam and achieved doctoral candidacy. This is an ASE appointment.

Pre-doctoral instructors are usually hired to teach in Summer Quarter. The number and teaching specialization of pre-doctoral instructors needed varies from year to year according to the curricular needs of the Department and the availability of departmental funds.

Staff Assistants (SAs)

History regularly hires graduate students for two Staff Assistantships in the Department. As part of the Annual Review and Funding Application students can submit a statement of interest to be considered for these appointments.

The Community/Web Staff Assistant is responsible for sourcing and writing content for History's newsletter and website; assisting with Department event coordination, including the annual lecture series and job talks; and working collaboratively on social media and outreach campaigns targeting various constituent groups. The SA will have regular meetings with their supervisor to discuss plans and progress.

Center for the Study of the Pacific Northwest (CSPN)/Pacific Northwest Quarterly (PNQ) Staff Assistant: The CSPN/PNQ Staff assistant serves as an intern for the Center for the Study of the Pacific Northwest and contributes to the team effort necessary to produce, market, and distribute the *Pacific Northwest Quarterly* journal and to support outreach activities and events sponsored by CSPN..

Research Assistantships (RAs)

The History Department occasionally employs graduate students as Research Assistants to undertake projects on behalf of the Department. Such departmental RAs are ASE appointments.

- These departmental RAs are different from hourly research assistants employed by individual faculty members to undertake projects on their behalf and who are paid with grants or other funds associated with the faculty member's appointment

Maintaining Eligibility for Academic Student Employee (ASE) Appointments

In order to remain eligible for funding via Academic Student Employee (ASE) positions (TA/RA/SAs and instructorships), History graduate students must:

- Comply with the Washington State sexual misconduct disclosure requirement
- Meet expected standards of graduate student progress and performance as set by History departmental policy
- Demonstrate professional competence and performance in previous ASE positions
- Complete the Department's Annual Review process

Other Departmental Funding

The History Department's Digital History Summer Fellowships

The Department offers grants up to \$2500 to History graduate students to support digital history projects during the summer of the award year. The call for applications with instructions for the submission of project proposals is posted on the *MAPhDHist* e-list in Spring Quarter.

Research and Conference Travel Funding

Important: Before using the conference or research travel funding to pay for any expenses, recipients should check with History's administrator or fiscal specialist about allowable expenses to help avoid potential problems with applying and using the travel funding.

UW Student International Travel Policy

All UW Students who travel internationally for official academic purposes must meet three pre-departure requirements of the Student International Travel Policy:

1. Register international travel with the UW Office of Global Affairs
2. Purchase comprehensive medical and evacuation insurance while abroad
3. Request a waiver for travel to high-risk destinations

Please note that travel not approved by the UW Office of Global Affairs will not be reimbursable. If your country of travel is in U.S. State Department category 3 or 4 then you may not be able to travel for research or other scholarly purposes, without a waiver.

Departmental Research Travel Funding

Pre-PhC History graduate students are eligible to apply for one (only) pre-dissertation research travel award of up to \$750 for transportation and accommodation costs for domestic travel, and up to \$1500 for international travel.

PhC are eligible to apply for one (only) dissertation research travel award of up to \$750 for transportation and accommodation costs for domestic travel, and up to \$1500 for international travel. For dissertation research, funds may also be requested for photocopying and valid research-related costs, as well as per diem.

The Department will also offer to both pre- Ph.C. and Ph.C. students, in lieu of travel funds, up to \$750 stipend to help offset the costs for remote archival access. This stipend may help pay the costs the student incurred (or will incur) in accessing archives remotely. For example, these funds could be used to pay an archive or library to photocopy or digitize materials, if that option is available.

Departmental Conference Travel Funding

The History Department offers graduate students *presenting papers* at scholarly and professional conferences reimbursement for their transportation costs (air, rail, car, hotel) up to \$500. Each student is eligible for one conference travel award per academic year.

Graduate students on the job market with interviews at the American Historical Association (AHA) meetings or elsewhere may have transportation costs reimbursed up to \$500. Students should submit application materials directly to the Director of Graduate Studies upon learning that they have interviews.

The History Department strongly encourage students to apply first to the UW Graduate School and the Graduate and Professional Student Senate (GPSS) for conference travel funds.

- **The Graduate School offers Graduate Student Conference Travel Awards** for up to \$300 for domestic travel and up to \$500 for international travel. The History Department needs to submit the application on your behalf, so please contact the History Graduate Office (histgrad@uw.edu).
- **The UW Graduate and Professional Student Senate (GPSS) offers Travel Grants for conference travel**, up to \$300 for domestic travel and up to \$500 for international travel. Graduate students are responsible for submitting their own applications for GPSS funding.

History Graduate Student Prizes and Awards

Thomas M. Power Endowed Prize Fund for Excellence in History: Outstanding Graduate Student Paper

The Thomas Power Prize is given annually for an outstanding graduate research paper.

The John and Linda Ravage Prize for Research Projects about African Americans in the American West

The John and Linda Ravage Prize is given to the best graduate research paper or project (including but not limited to scripts, photo essays, radio productions, television or film documentaries, or oral histories) on a topic in the History of African Americans in the American West, broadly defined as any of the states from North Dakota to Texas and west to the Pacific Ocean including Alaska and Hawaii, over the chronological period extending from 1528 to the present. Papers on western Canada or northern Mexico will also be considered.

The Robert Burke Prize

The prize is given to the graduate student deemed to have amassed the most meritorious record during the year they complete their MA in U.S. history.

The Thomas M. Power Prize for Outstanding Teaching Assistant

This award recognizes outstanding performance by a graduate student as a Teaching Assistant. from nominations provided by History faculty members.

Graduate student award and prize winners are honored at the History Department's Awards and Scholarships Ceremony in Spring Quarter.

Outside Funding

History graduate students are strongly encouraged to apply for service appointments, fellowships and other funding from other units at the University of Washington such as the Graduate School, the Simpson Center for the Humanities, and the Graduate and Professional Student Senate (GPSS) as well as from sources external to UW. Some of these provide comparable levels of support to departmental funding while exempting students from service requirements. Moreover, a consistent effort to apply for outside funding is an important factor in the History Department's Annual Review's evaluation of student progress through the program, even if that funding is not awarded.

The University of Washington Graduate School as well as other units on campus offer a wide range of fellowship support and other funding for students in different stages of graduate study. The History Graduate Office regularly forwards to the *MAPhDHist* list notices of funding opportunities available from other units on campus (such as TAships) and from sources outside of UW (including fellowships, post-docs, teaching positions, etc.)

Students are responsible for understanding the terms of their outside funding. Questions regarding such funding should be directed to the provider or administrator of the funding; History Department staff cannot answer questions about non-UW funding.

The Graduate Funding Information Service (GFIS)

The Graduate Funding Information Service is based in the Allen Library Research Commons. GFIS works with currently enrolled and newly admitted University of Washington graduate students, helping them identify and locate funding opportunities for graduate education-related expenses, including tuition, research, and travel. GFIS also provides information for funding beyond campus as well. Besides their blog, their resources include funding databases (personal consultations are available for help with using the databases).

The UW Graduate School

The Graduate School provides its own fellowships and administers several external national fellowships as well. The Office of Fellowships and Awards administers regional and federal fellowship and scholarship programs that require Graduate School involvement, including the application process for Fulbright and other international and research abroad programs for students and faculty, and fellowships funded by private gifts to the university. The staff also administers discretionary tuition waivers and explains and monitors policy concerning graduate student appointments.

The Graduate School's website includes [resources to assist students in locating and applying for funding, including nationally competitive fellowships.](#)

[The Graduate School List of Fellowships](#) –The list also includes other fellowships for graduate students that are not administered by the Graduate School.

The Simpson Center for the Humanities

The [Simpson Center for the Humanities](#) offers varied opportunities for intellectual community, professional development, and financial support that advance cross-disciplinary understanding, collaboration, and research.

The Harry Bridges Labor Center

The Bridges Labor Center offers scholarships and fellowships for students whose research involves labor studies and labor issues.

Graduate Student Employment in other UW Departments

Writing Instructors for the Program for Writing Across Campus

The UW English Department's Program for Writing Across Campus hires graduate students to serve as writing instructors for English 197, 198, or 199 (Interdisciplinary Writing for Humanities, Social Science, or Natural Science, respectively), to teach expository writing based on materials presented in linked large undergraduate courses, including History courses. Assignments include drafts of papers to be submitted in the History class, and other pieces of analytic prose. The Program for Writing Across Campus runs orientation and training sessions for the Writing Instructors from the various departments which participate in this program. These writing instructorships are ASE appointments.

Center for Learning and Undergraduate Enrichment (CLUE)

Tutoring through the Center for Learning and Undergraduate Enrichment (CLUE)
Some tutoring/teaching opportunities are available through the University of Washington's Center for Learning and Undergraduate Enrichment (CLUE). CLUE is a free late-night, multidisciplinary study center housed in the Office of Undergraduate Education.

Also check out the UW jobs page, UWHires (search for the category "Academic Student Employee").

Teaching Outside the UW

Advanced PhD candidates who are beyond their funding packages and/or are seeking additional teaching experience may also consider seeking employment at other Seattle-area institutions such as Seattle University, Seattle Pacific University, and Seattle Colleges (Central, North, South, SVI).

Non-Academic Employment

Some graduate students seek non-academic job experience while completing their dissertations. The department and the Career & Internship Center have resources available to help in a non-academic job search.

History Department Emergency Student Funding

UW Emergency Aid for Students

Funding Payments

Graduate student funding is usually paid through the University's payroll system. Graduate students who will be receiving funding must contact History's HR Manager to make arrangements to complete the required payroll paperwork.

University of Washington employees are paid twice per month, on the 10th and 25th (or closest business day if these dates fall on a weekend) for work done in the previous pay period. Each month is divided into two pay periods: the 1st through the 15th, and 16th through the end of the month. For ASE appointments and fellowships paid through the UW payroll system see the [calendar of UW paydays](#)

Students should set up [direct deposit](#) with their bank for their paychecks. Be aware that it usually takes a couple of pay periods before direct deposit goes into effect. In the meantime, your paychecks will be mailed to your home address, as listed in UW [Workday](#) Be sure that this address is up-to-date.

Students receiving funding (such as loans, scholarships, grants, History Department travel awards, etc.) that is deposited into a UW student account must set up direct deposit with [UW Student Fiscal Services](#). (Please note that this is not the same direct deposit that you may have set up already with UW Payroll and your bank for your paychecks for fellowships or TA/SA/RA appointments.) See [here](#) for information on how to set up direct deposit with Student Fiscal Services.

Graduate students can check their account balance through [MyUW](#).

- If you think there is a problem with your account, wait until the end of the first week of the quarter as it often takes that long for the UW Payroll Office to input all the graduate appointment paperwork. The tuition isn't credited until the appointment is in and you are registered for 10 graduate credits.

SMITH HALL AND HISTORY DEPARTMENT SPACES

As a graduate student, you will be attending classes and events in a variety of buildings across the University of Washington campus.

- Use this [Campus Maps website](#) as a tool for navigating campus.
- You can also use this [classroom features](#) page from the UW website to find descriptions of classrooms within each building.
 - This is useful if you are unfamiliar with the classrooms you have been assigned to as a Teaching Assistant. It includes information about the classroom layout and its furniture, technology equipment, etc.

Professional Spaces: Use and Conduct

Areas designated for graduate student use are professional work areas provided to you as a courtesy by the University of Washington and the History Department. As such, all conduct and interactions that take place in these areas must conform to the professional standards set forth by the university.

Smith Hall

The Department of History is located in Smith Hall, on the Liberal Arts Quadrangle of the University of Washington campus.

Besides the History Department, Smith Hall is home to other departments and centers, including:

- The Department of Geography
- The Department of Law, Societies, and Justice (LSJ)
- The Department of Political Science
- The Harry Bridges Center for Labor Studies
- The Center for the Study of the Pacific Northwest (CSPN)

The Smith Hall building hours are 7:30 am to 6:30 pm, Monday through Friday, during the academic year.

- The building is closed on weekends and holidays, during the quarter breaks, and has reduced hours during the summer
- The building's hours are posted on the exterior doors

- Changes to the building hours will be posted on the *histinfo* e-list

Smith Hall Building Coordinators

Smith Hall has two building coordinators who volunteer for this service in addition to their regular duties in the History Department. They are:

- Mark Weitzenkamp (weitzen@uw.edu)
 - Academic Advisor for History (Smith 315A)
- Kim McKaig (kmmckaig@uw.edu)
 - Editor/Administrator for CSPN (Smith 203C)

The building coordinators maintain an e-mail list for updates about the building. Those messages go to department administrators for distribution. If you would like to be added to the e-mail list in order to receive updates directly, please send your request to smihall@uw.edu.

Messages about Smith Hall building maintenance and other issues are posted to History faculty, staff and graduate student on the *histinfo* e-list

History Department Main Office (Smith Hall 318)

The Main Office also includes the office of History's Administrative Assistant

Faculty and staff mailboxes are located in the Main Office.

The Main Office has a printer and a photocopier/scanner for use by faculty and staff.

The photocopier and printer are not intended for personal use. Teaching Assistants can use the photocopier and scanner for teaching-related materials only (not their own coursework, dissertation chapters, etc.)

- History TAs can obtain a key to access the Main Office during the period of their appointment. The key must be returned at the end of the appointment.
- The photocopy machine in Smith 318 is also a high-speed scanner. If a graduate student needs to scan something for their own work, they are welcome to use this machine for scanning purposes.

The Main Office also contains the Department's office supply cabinets, which have resources such as pens, pencils, highlighters, paper, stickynotes, and other supplies for use by faculty and staff, and by Teaching Assistants for teaching-related purposes.

History Advising Suite (Smith Hall 315)

This space includes the offices the History Undergraduate Adviser, Graduate Program Assistant (GPA), and Director of Academic Services (DAS).

History graduate student mailboxes are located in Smith 315. Keep in mind that these mailboxes are not secure, so do not put anything of value in them (especially anything that contains personal or confidential information such as grades, Social Security or student numbers, or books). You should check your mailbox regularly.

Email the GPA or DAS to access your student mailbox if the outer door to the Advising Suite is closed.

The Freedman Remak History Community Room (Smith Hall 320)

Smith 320 is equipped with tables and chairs as well as a refrigerator, microwave, hot water kettle, and Keurig coffee machine for use by History faculty, staff, and graduate students.

This is a good space for eating a meal, taking a break between classes, studying on your own or working in a small group.

Because the space is used by the community, everyone is responsible for contributing to ensure the space remains clean and secure. Do not leave valuables in Smith 320.

Members of the Department can store food in the refrigerator so long as it is labeled and dated. Tea bags and coffee pods are typically available, but please be clean and considerate when availing yourself of this community resource.

Smith 320 is generally available Monday through Friday, 8:00am to 4:00pm, unless it has been reserved for another use.

Smith 320 can be reserved for special purposes such as Phi Alpha Theta meetings, Graduate Liaison Committee meetings, brown bag presentations, etc. Smith 320 can also be used for classroom purposes—it has moveable tables and chairs, white boards and a screen.

- Contact a History staff member to reserve Smith 320
- If Smith 320 is reserved, please post a note (with the date and time of the reservation) on the door at 24 hours in advance to alert other users that the room will be unavailable for general use during the period it is reserved

History Seminar Rooms (Smith Hall 203E and Smith Hall 306)

These two rooms are used primarily for small seminar-format undergraduate and graduate classes. When not in use for classes, these seminar rooms can be reserved for other purposes such as meetings, colloquia presentations, PhD oral exams and dissertation defenses, etc.

Contact a History staff member to reserve a seminar room.

History Computer Lab (Smith Hall 210A)

The History Department has a small computer lab in Smith 210A, with facilities for video-conferencing, scanning, and Adobe Creative Suite.

History Graduate Student Lounge (Smith Hall 10)

The History Graduate Student Lounge (Smith 10) is specifically designated as a space for work and leisure by current History graduate students. The graduate student lounge was created in 2024 by the History Graduate Liaison Committee, with the support of the History Department. The GLC is responsible for the operation of the graduate student lounge, and has created a semi-formal Graduate Lounge sub-committee to be in charge of the day-to-day operation of the lounge.

All current History graduate students can obtain a key to access the Graduate Student Lounge.

The Graduate Student Lounge includes:

- Four shared workstations (desks with computer monitors and laptop adapters)
- A printer for academic-related purposes (paper and ink is provided by the GLC)
- Cubbies for storing personal belongings (such as sweaters or library books)
- Minifridge
- Microwave
- Water kettle
- Plastic bin for storing food
- Two small couches
- Coffee table
- Nice lighting!

Here are some basic rules governing the use of the Graduate Student Lounge:

- Never leave valuables unattended in the office, and make sure to keep the office doors closed and locked.
- The lounge, and all furniture and equipment it contains, is open to the use of all History graduate students on an equal basis.
- This lounge is for current History graduate students only. All guests should be accompanied during their time in the lounge by the History graduate student(s) who invited them.
- Graduate students should not sleep in the lounge overnight.
- The room should be kept clean at all times. Arrangements for cleaning the room are the sole responsibility of History graduate students (and ultimately, the GLC). Janitorial staff will not clean the room.

The graduate student lounge is not intended for Teaching Assistant office hours. Teaching assistants are assigned a TA office in which to hold office hours.

ASE Offices

An ASE appointee is issued a key for use of the office and a key for the History Main Office only during the quarters of their appointment. All TA and SA office keys and History Main Office keys must be returned at the end of the student's ASE appointment

All TA and SA offices must be vacated during the summer

Talk to the Department's Administrative Assistant before painting, installing artwork, adding or discarding furniture, etc.

Do not remove desks, filing cabinets, chairs, etc. from ASE offices

Please note that your office may be entered by custodians, facilities workers, or the building coordinators, as needed. The Department will try to notify you in advance, when possible.

The History Department has only limited office and desk space. History graduate student offices are designated for use by current-quarter History Instructors, TAs, SAs, and departmental RAs.

- The History Department does not make available TA or SA offices for student use during the summer.

Teaching Assistant Offices

Graduate students who are employed as Teaching Assistants (TAs) in the History Department (including graduate students hired from other departments) are assigned to offices within Smith Hall.

- History TA offices are located in Smith Hall 103 A, 103B, 103C and 103D; Smith Hall 204E; and Smith Hall 214.

Teaching Assistants will be issued keys to their TA office, and to the History Main Office (Smith 318) to access the printers and photocopier/scanner for teaching-related purposes

TA offices are shared spaces. Two to four graduate students are assigned to each graduate student office. They contain an appropriate number of desks and chairs and sometimes miscellaneous items such as fans and shelving. Graduate students who are assigned to an office will generally each choose a desk for themselves.

Graduate students typically use their offices to host TA office hours and meetings with students, attend Zoom meetings, and as personal workspaces for studying and grading. Graduate students also use their offices to store personal belongings such as exam blue books, library books, and other resources for studying and teaching

TAs must work with their office mates to schedule regular office use hours that do not conflict; ideally, only one TA should be using the office space at a time.

The History Department tries to avoid changing a TA's office assignment midyear if the TA is teaching for two consecutive quarters or for all three quarters of the academic year

At the end of the TA appointment, the TA must remove all personal belongings from the TA office return the office keys (both for the TA office and the History Main Office).

History Community/Web Staff Assistant Office

The Department's Community/Web Staff Assistant is assigned to office space in the Smith Hall 206 suite.

The SA is issued a key for use of the office only during the quarters of the SA appointment

CSPN Staff Assistant Office

The Center for the Study of the Pacific Northwest Staff Assistant is assigned space in the CSPN suite (Smith 203)

The SA is issued a key for use of this space only during the quarters of the SA appointment

Graduate Student Study Spaces

History graduate students are welcome to use the Freedman Remak History Community Room (Smith 320) or the Graduate Student Lounge (Smith 10) for quiet study.

Suzzallo Graduate Library has carrels and study spaces available for student use

Restrooms and Lactation Spaces

Smith Hall has restrooms on the first, second, and third floors.

- The first and third floors contain men's and women's restrooms, which include ADA compliant accessible stalls.
- The second floor contains a gender-neutral restroom which is not ADA compliant.
- The basement floor has a men's restroom.

Smith Hall does not have a designated lactation space. For information and a map of lactation spaces on the UW campus, [see this webpage.](#)

Building Maintenance and Custodial Services

Custodial Services

Please introduce yourself to the Smith Hall custodians! When members of our community recognize each other and build relationships, we promote a friendlier and safer work environment.

At most, two custodians are responsible for cleaning the entire Smith Hall building.

- Their shift is 5:30 a.m. to 1:30 p.m., weekdays
- Their priorities are restrooms, classrooms, hallways and other public spaces

Smith Hall custodians are not responsible for cleaning ASE offices or most faculty and staff offices. Custodians will try to clean the floors periodically, but that is the extent of their normal service of private, individual offices.

- It is the responsibility of ASE appointees, faculty and staff to keep their offices clean throughout the year. Place all trash and recycling in the appropriate hallway receptacles.

Please use the landfill, recycling, and compost bins in the halls to dispose of trash and other waste

- Do not overload the bins! The custodians must carry them to outdoor dumpsters.
- If you have a significant amount of waste, please take it to the outdoor dumpsters (located at the corner of Smith and Gowen Hall, behind the bike cage).
- NEVER leave items in the hallways. (This is expressly forbidden by University policy because it causes a fire hazard.) Talk to the Department's Administrative Assistant if you need to discard large amounts of recycling, furniture, or other bulky items.
- The Department Administrative Assistant can also request additional paid services, such as carpet cleaning, cleaning of offices, etc.

Maintenance Issues in General Assignment Classrooms and Public Spaces in Smith Hall

For issues with public spaces (exterior doors, hallways, stairs, elevator, restrooms, etc.):

- Contact the Smith Hall building coordinators at smihall@uw.edu.

If a building issue is urgent (electricity, plumbing, etc.)

- Contact Customer Care (206-685-1900, careteam@uw.edu).

For support with general-assignment classrooms (access, IT and other equipment, furniture, etc.)

- Contact Academic Technologies (206-221-5000, option 2; help@uw.edu).

Heating and cooling

- Smith Hall is heated with the original 1939 steam radiators. As a result, the heating is temperamental and inconsistent. Some spaces have wall thermostats; others have manual valves on radiators. Heat for the building is turned on at some point in the fall and turned off in the spring. If your office is always cold, you might be able to use a space heater, but before doing so check with the Building Coordinators to make sure it is safe to use with the building's electrical system and wiring.

- Smith Hall has no cooling system. If you open windows on the ground, first, or second floors, close and latch them before you leave. Screens stop insects, not intruders.

Maintenance Issues in History Department Spaces

For most matters having to do with faculty and TA offices, seminar rooms, or other History Department-controlled spaces, contact the Department's Administrative Assistant.

- The Department Administrative Assistant can request additional paid services, such as carpet cleaning, cleaning of offices, etc. if needed

Building Safety and Security

Smith Hall is unlocked and open to the public during the business day for much of the academic year; building hours are often reduced during the quarter breaks and over the summer.

- Smith Hall's hours are posted on the outside doors of the building

Smith Hall has no exterior card-key systems. A traditional key is required to enter the building outside of regular hours.

- A History graduate student can request a key to unlock the exterior doors and access Smith Hall outside of building hours
- Do not leave exterior doors propped open when the building is closed
- Because of concerns for safety and security, students who intend to be in Smith Hall after building hours and on weekends must be prepared to present UW identification (Husky Card) if requested to do so by UW Police who patrol the building
- Smith Hall building keys must be returned at the end of the academic year
- Contact History's Administrative Assistant to check out an exterior door key

Because of concerns for safety and security, students who intend to be in Smith Hall after building hours and on weekends must be prepared to present UW identification (Husky Card) if requested to do so if the UW Police do a building sweep.

- If you are locked out of your office after business hours UWPD might be available to let you in. Call the nonemergency number: 206-685-8973.

There have been break-ins and burglaries in the building, so please keep offices and computer labs locked. Close and latch windows when you leave a space. Also close the doors to suite corridors if no one is in the offices. Note: there is no regular evening patrol of the building to ensure that it is secure.

For safety and criminal matters:

- Contact UW Police (911 or the nonemergency number, 206-685-8973).

Emergency Building Evacuations

Smith Hall Fire Safety and Evacuation Plan

If the alarms (sirens and strobe lights) go off outside of publicized tests, you must vacate the building. Grab your personal belongings because the building might be closed for some time. Shut (but do not lock) doors behind you.

Many Smith Hall staff members volunteer as evacuation wardens. They have training in proper procedures. Most will be wearing a lime green baseball cap. Listen to their instructions, and do not enter the building until they say you have permission to do so.

Smith Hall has no emergency lockdown procedure. The new recently renovated classrooms (Smith 205 and 211) can be locked from podiums. All other doors (interior and exterior) must be manually locked.

- For information about active threats/shooter situations see the UW Police website

For information about fires, earthquakes and other emergencies, see the UW Emergency Management website

HISTORY COMMITTEES AND ORGANIZATIONS

Every member of the UW History community is encouraged to participate in building a dynamic, welcoming academic environment for all. Department and University committees and graduate student organizations offer formalized ways to contribute to the department.

Every graduate student is encouraged to serve on at least one committee. *Time commitments vary. It's good practice to check with current committee members about meeting frequency and workload before joining!*

History Graduate Student Liaison Committee (GLC)

The Graduate Liaison Committee (GLC) facilitates communication and the flow of information between the Department's graduate students and its faculty and administrative staff.

In addition, the GLC functions as a social body that works to foster a graduate community and to increase knowledge of the challenges and opportunities of the historian in the academic and broader community.

The GLC consists of three representatives elected annually by the graduate students with at least one MA or PhD student, one PhD candidate, and one student employee serving on the committee. Elections are held in the spring quarter.

- The 2025-26 GLC representatives are Ilsa Abdul Razzak, Kelly Van Acker, Alexandra Ritsatos*, and Jamelah Jacob*. (* = students who have committed to continuing their tenure as members of the GLC from 2024-2025 year into the Fall quarter.)

The GLC is a UW Registered Student Organization, and it has a constitution that outlines its primary functions. These are:

1. Attending faculty meetings and reporting back in GLC meetings to the wider graduate student body
2. Organizing social events to build graduate student community
3. Organizing a graduate student retreat in Spring Quarter
4. Organizing a Spring Quarter picnic for the Department

5. Helping with new graduate student recruitment in Spring Quarter and the new graduate student orientation in Autumn Quarter

The GLC holds at least one meeting of the History graduate students per quarter

The GLC's email address is glchist@uw.edu.

UW Graduate and Professional Student Senate (GPSS)

The Graduate and Professional Student Senate (GPSS) represents graduate and professional students at UW Seattle. GPSS provides professional, personal, and academic events and resources, including funding for departments and for individual graduate students including conference travel.

Each department may designate up to two senators to serve in the GPSS History's senators are chosen by its graduate students.

- History's GPSS senators for 2025-2026 are Jamelah Jacob and Ilsa Abdul Razzak

More information about GPSS can be found [here](#).

Phi Alpha Theta

Phi Alpha Theta is the national history honor society, with membership open to both undergraduate and graduate students. See the [UW History Department website](#) for more information about the History Department's chapter of Phi Alpha Theta.

History Diversity Committee

The Department of History is committed to creating inclusive environments within our classrooms and programs. The Diversity Committee strives to build and maintain a culture of inclusivity within the Department by fostering dialogue on topics of diversity, equity, inclusion, and belonging and works to find solutions to address institutional disparities. In addition to hosting workshops, seminars, and informal gatherings, the committee works closely with the Chair and administrative faculty and committees to ensure that issues of diversity are central to all facets of the Department's work.

The committee consists of two faculty, two graduate students, and two staff representatives and serves as a discrete resource for students, staff, and faculty who have concerns related to climate and diversity.

Any member of the Department's learning and working community may contact one or more members of the committee with concerns and questions by emailing them directly

or via histsdiversity@uw.edu. Any communication students have with the Diversity Committee will remain confidential unless the students in question say otherwise.

Graduate students are also encouraged to become familiar with the various diversity resources available on campus. For information about these resources and the Department's Diversity Committee (including the Department's statement on diversity), see the [diversity resources webpage](#).

HISTORY DEPARTMENT RESOURCES

Center for the Study of the Pacific Northwest (CSPN)

Located in the UW Department of History, the Center for the Study of the Pacific Northwest (CSPN) is dedicated to advancing historical scholarship on the North American West, with an emphasis on the Pacific Northwest and its connections to other places. CSPN supports research, teaching, and public programs that further our knowledge of the peoples and issues that have shaped the region's past and set the stage for its future. Since its founding in the fall of 1990, CSPN has sponsored lectures, colloquia, symposium, classes, books, and conferences devoted to the study of the Pacific Northwest. The Center also supports graduate students, visiting scholars, faculty, and community organizations. For more information see [this short article](#) by Linda Nash.

The Center publishes *Pacific Northwest Quarterly*, one of the longest continuously produced historical journals on the West Coast. A peer-reviewed journal issued by the University of Washington, PNQ publishes scholarly work related to the history and culture of the Pacific Northwest.

CSPN Director- Professor Joshua Reid

Email: jlr@uw.edu

Office: Smith Hall 203D

CSPN Program Director and *PNQ* Editor - Kim McKaig

Email: kmmckaig@uw.edu

Office: Smith Hall 203C

PNQ Editor - Sheila Ryan

Email: sdryan@uw.edu

Office: Smith Hall 203B

History Writing Center

Undergraduate and graduate students are invited to use the Writing Center at any stage in the composition process, from brainstorming topics through multiple drafts of an essay. The Writing Center offers 30-minute individual appointments with the Writing

Center Director, an experienced instructor in the Department of History. Advance appointments are required.

For more information about the Writing Center and to schedule an appointment, see <https://history.washington.edu/history-writing-center>

Writing Center Director - Julie Osborn

Email: hstwctr@uw.edu

Office: Smith Hall 210C

HISTORY DEPARTMENT EVENTS

History graduate students are encouraged to subscribe to the Department's *uwhistory* electronic list

- Anyone can subscribe to the *uwhistory* list. This list transmits information of general interest to subscribers inside and outside the History Department, both on- and off-campus, e.g. Departmental and University public lectures, seminars, etc. etc. To subscribe to *uwhistory* visit [this link](#).

The History Department's Events Calendar

History Department Colloquium Series

The History Colloquium is a departmental workshop for faculty and graduate students that aims to encourage intellectual exchange within the History community. At each colloquium, one graduate student or faculty member shares a current work in progress and receives community feedback. Another graduate student or faculty member with relevant research is selected in advance to act as a discussant. The discussant offers initial preliminary feedback to start off and facilitates the discussion.

Graduate students are strongly encouraged to attend History colloquia. Attendance is sometimes required for first-year students enrolled in HSTRY 500: Historical Perspectives

Each year, a committee including at least one faculty member and one graduate student take responsibility for running the colloquium. This entails locating faculty and graduate students to serve as presenter and discussant for each session, sending out communications to promote the event, and overseeing room booking, AV setup, and refreshments during the event.

History colloquia are normally in a hybrid format (in-person and on Zoom) three times per quarter. Papers will be sent out one week in advance.

Digital History Colloquium Series

The History Department hosts Digital History Colloquia several times each year. These are informal sessions, intended to highlight digital history trends, technologies, and practical experiences, both within the Department and beyond. They usually feature a presentation component, but place a premium on Q&A and discussion.

To find out about upcoming events in the series, check out the department's events calendar or email Eric Johnson (ejred@uw.edu) or Raymond Jonas (jonas@uw.edu) to receive notifications via the Digital History listserv.

History Lecture Series (HLS)

The History Lecture Series is a public lecture series hosted by the History Department in which different active and emeritus faculty members from the Department come together to deliver individual lectures on a shared topic. History graduate students are encouraged to attend HLS lectures to engage with the Department and wider History community; students are also sometimes hired to record the lectures.

In recent years, HLS has been held during the Winter Quarter. See the [HLS page](#) on the History Department website to learn more about past and upcoming programs

History Awards and Scholarships Ceremony

This ceremony is held during Spring Quarter to honor achievements by History undergraduate and graduate students. The Department presents various scholarships, awards, and prize funds to History students including the Power Prize for outstanding graduate student research paper, the Burke Prize for outstanding MA graduate in US history. and the Power Prize for History's Outstanding TA.

History Department Convocation (Graduation Ceremony)

In addition to the official UW Commencement ceremony held in Husky Stadium, the Department of History holds its own Convocation ceremony each year during Spring Quarter finals week. Convocation honors both undergraduate students who have earned bachelor's degrees, and graduate students who earned master's and doctoral degrees. Graduate students are encouraged to attend Commencement and Convocation as guests to celebrate their graduating colleagues' achievement.

Graduate students who earned their degrees during the previous summer through those who anticipate finishing during the upcoming summer may participate in Convocation. Students may bring as many guests as they would like to the celebration. Students receiving graduate degrees may choose whether they wish to wear UW regalia. Doctoral degree recipients who choose to wear regalia will participate in a hooding ceremony.

Use [this link to the history department website](#) to learn more about the History Department's Convocation/Graduation Celebration.

APPENDIX A

HISTORY 600: GRADUATE INDEPENDENT STUDY FORM

(1 page)

University of Washington

DEPARTMENT OF HISTORY
REQUEST FORM FOR HSTRY 600:
GRADUATE INDEPENDENT STUDY

Student name: _____ **Quarter/Year:** _____

Student's department (if other than History): _____

Name of History faculty member who will supervise the HSTRY 600: _____

INSTRUCTIONS: Before registering for HSTRY 600 credits, the student must meet with the History faculty supervisor to define their goals and expectations for the work to be done, to clarify the type and number of assignments that will be required, and to arrange regular meetings throughout the quarter.

Number of HSTRY 600 credits: _____

For readings only, a student can register for up to 3 credits of HSTRY 600. If the faculty member requires a substantial writing component (a long paper or 3-4 shorter papers) as part of the independent study, the student may register for up to 5 credits. HSTRY 600 credits should be graded CR/NC.

Describe the work to be done for these HSTRY 600 credits (books to be read; type, number and length of written assignments, etc.):

Will all work be completed by the end of the quarter? YES NO

If the work is not completed this quarter, how will this be handled?

Student signature

Date

History Faculty signature

Date

Return this completed form to the History Graduate Office. An entry code for HSTRY 600 credits will not be issued to a student if this form is not completed and submitted to the History Graduate Office.

Copy for:
Student
Faculty supervisor
Student file

History Graduate Office
Smith 315C
Box 353560
206-543-8291
histgrad@u.washington.edu

APPENDIX B

HISTORY 800: DISSERTATION RESEARCH
AND WRITING FORM

(1 page)

University of Washington

DEPARTMENT OF HISTORY

REQUEST FORM FOR HSTRY 800:

DISSERTATION RESEARCH AND WRITING

Student Name: _____

Quarter/Year: _____

Name of PhD Committee Chair: _____

Number of HSTRY 800 Credits: _____

Student Achieved Doctoral Candidacy (Quarter/Year): _____

Anticipated Completion Date of PhD (Quarter/Year): _____

INSTRUCTIONS: Before registering for HSTRY 800 (Dissertation Research and Writing) credits, the student and the PhD Chair must discuss their goals and expectations for the work to be done on the dissertation during the quarter. Students must maintain regular contact with their Chairs either by email, telephone or by scheduled meetings to apprise them of their progress throughout the quarter. **An entry code for HSTRY 800 credits will not be issued to a student if this form is not completed and submitted to the History Graduate Office.**

Describe the research and/or writing to be done *on the dissertation* during this quarter. Be brief but specific (e.g., conduct primary research in archives in Moscow and St. Petersburg; or finish writing chapter one and produce an outline of chapter two; or submit chapter three to the readers and make their revisions; or finalize the formatting of the dissertation including footnotes, bibliography and abstract in preparation for the defense, etc.)

The PhD Chair will receive a copy of this form at the beginning of the quarter and another copy at the end of the quarter by which to evaluate the student's quarterly and overall progress on the dissertation.

Student Signature

Date

Return this completed form to the History Graduate Office in hardcopy or via email (histgrad@u.washington.edu). An original signature is not required for forms submitted electronically.

Original: student's file
Copy for:
Student
Faculty supervisor
End of the quarter evaluation

History Graduate Office
Smith 315C
Box 353560
206-543-8291
histgrad@u.washington.edu

APPENDIX C

HISTORY MA COMMITTEE AND FIELDS FORMS

(9 pages)



University of Washington
DEPARTMENT OF HISTORY

Request for Establishing a Masters Supervisory Committee

Name: _____

INSTRUCTIONS

- Complete these forms in consultation with your MA field supervisors and submit them as a single packet to the History Graduate Office.
- You must submit these forms by the end of the second quarter of MA study.

PROPOSED MA FIELDS

MA students can propose two fields from the same division, or from different divisions. For a list of divisions, see <https://history.washington.edu/areas-study>

The following fields are offered in the Comparative History division, and their titles are set as Historiography; Comparative Environmental; Comparative Ethnicity and Nationalism; Comparative Gender; Comparative Colonialisms; and Global and Transnational History. (Adjunct faculty do not Chair History MA committees in any division/field.)

First Field: _____

First Field Division: _____

Supervisor (Chair): _____

Second Field: _____

Second Field Division: _____

Supervisor: _____

Student Signature: _____ Date: _____

PROPOSED FIRST MA FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member (not the student) is responsible for completing the required and recommended preparation sections of this form.

FIELD TITLE: _____

DIVISION: _____

SUPERVISING FACULTY MEMBER: _____

DESCRIPTION OF FIELD: The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

REQUIRED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR): What does the faculty supervisor require the student to do to prepare for the MA Examination in this field? Such required preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topics (590s) courses, research seminars, etc.

FOREIGN LANGUAGE PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR):

Is there a specific foreign language requirement for this field? ___ Yes ___ No

If yes, in which language(s) must the student demonstrate a proficiency?

1. _____ (language)

Describe the level of proficiency required of the student in this language:

How will the student demonstrate proficiency in this language?

___ By passing a translation examination (Name of language examiner: _____)

___ By demonstrated use of the language in research and writing, usually in the student's MA seminar paper. In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of research and writing.

___ By the completion of a specified number of years of formal language training (number of years = ___). In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of formal language coursework

2. _____ (language)

Describe the level of proficiency required of the student in this language:

How will the student demonstrate proficiency in this language?

___ By passing a translation examination (Name of language examiner: _____)

___ By demonstrated use of the language in research and writing, usually in the student's MA seminar paper. In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of research and writing.

___ By the completion of a specified number of years of formal language training (number of years = ___). In this case, the field supervisor must

verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of formal language coursework

RECOMMENDED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR):

What does the faculty supervisor recommend (but not require) the student to do to prepare for the MA Examination in this field? Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topic (590s) courses, research seminars, etc.

Faculty signature/date: _____

Student signature/date: _____

PROPOSED SECOND MA FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member (not the student) is responsible for completing the required and recommended preparation sections of this form.

FIELD TITLE: _____

DIVISION: _____

SUPERVISING FACULTY MEMBER: _____

DESCRIPTION OF FIELD: The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

REQUIRED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR): What does the faculty supervisor require the student to do to prepare for the MA Examination in this field? Such required preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topics (590s) courses, research seminars, etc.

Is there a specific foreign language requirement for this field? ___ Yes ___ No

If yes, in which language(s) must the student demonstrate a proficiency?

1. _____ (language)

Describe the level of proficiency required of the student in this language:

How will the student demonstrate proficiency in this language?

___ By passing a translation examination (Name of language examiner: _____)

___ By demonstrated use of the language in research and writing, usually in the student's MA seminar paper. In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of research and writing.

___ By the completion of a specified number of years of formal language training (number of years = ___). In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of formal language coursework

2. _____ (language)

Describe the level of proficiency required of the student in this language:

How will the student demonstrate proficiency in this language?

___ By passing a translation examination (Name of language examiner: _____)

___ By demonstrated use of the language in research and writing, usually in the student's MA seminar paper. In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of research and writing.

___ By the completion of a specified number of years of formal language training (number of years = ___). In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met

the standards of proficiency by means of formal language coursework

RECOMMENDED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR):

What does the faculty supervisor recommend (but not require) the student to do to prepare for the MA Examination in this field? Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topic (590s) courses, research seminars, etc.

Faculty signature/date: _____

Student signature/date: _____

For further information, go to the following sites:

- [UW Executive Order 24: Research with Human Participants](#)
- [UW Human Subjects Division](#)
- [UW Office of Research](#)

11/13/2023

APPENDIX D

PhD COMMITTEE AND FIELDS FORMS

(20 pages)

ESTABLISHING THE PhD FIELDS AND SUPERVISORY COMMITTEE

Included in this packet you will find the following forms: (1) the Request Form for Establishing a Doctoral Supervisory Committee, (2) four proposed PhD field forms, (3) a proposed Graduate School Representative (GSR) form, and (4) a Human Subjects form.

Students who completed their MA in History at UW and were promoted to the History PhD program must submit this form by the end of the first quarter of doctoral study. Students who completed their MA study elsewhere before entering the UW PhD program must submit this form by the end of the third quarter of graduate study.

PhD students are expected to propose **four fields from at least two divisions** of graduate study; at least one of the four fields must offer genuine diversity (in terms of the focus and content of the field, and the teaching and research specialization of the faculty field supervisor) from the student's primary division of study.

The following fields are offered in the Comparative History division, and their titles are set as Historiography; Comparative Environmental; Comparative Ethnicity and Nationalism; Comparative Gender; Comparative Colonialisms; and Global and Transnational History.

Adjunct faculty do not Chair or co-Chair History PhD committees in any division/field.

Students specializing in the US history division are required to offer at least one chronological field: Early America; Nineteenth Century US; Twentieth Century US; or a chronological field that is a combination of these periods, as appropriate.

For further information about History's graduate areas of study and the selection of doctoral fields, see:

<https://history.washington.edu/areas-study>

<https://history.washington.edu/phd-degree-departmental-requirements>

The student is responsible for submitting the request form, the four completed field forms, the GSR form and the Human Subjects form together **as one packet** to the History Graduate Office. Once the paperwork is submitted, the student's proposed field supervisors must confirm their agreement to serve on the PhD Supervisory Committee and give their approval of the combination of the proposed fields.

THE PHD FIELD FORMS

The PhD field forms ask for some details about a student's proposed field with a faculty member. Students and faculty together have the opportunity to develop individualized fields that reflect the students' interests and at the same time draw on the specific research interests of the faculty. The information required on the forms is intended to give both the student and the individual field supervisor a clear idea of the parameters of a particular field (geographical, topical, chronological) and provide the entire Supervisory Committee with an overview of the scope and focus of the student's overall PhD program.

Each field form is to be completed by the student in conjunction with the faculty member who will be supervising that particular field in order to ensure that the field meets both the needs and interests of the student and the requirements of the faculty member. The student should draft a proposed title for each field and a proposed topical/geographical/chronological description for each field before meeting with the individual field supervisors. The field supervisor can, of course, require revisions to the draft title and draft description of the proposed field. Once the student and faculty supervisor have agreed on the title and description, the faculty member completes the required and recommended preparation sections of the field form. **The faculty field supervisor is responsible for determining required preparation for the field including the courses (and independent studies) the student must take and any foreign language requirement(s) for the field.** In the recommended preparation section, the faculty member lists what preparations are recommended (but not required) for that student to prepare for the doctoral exam in that field, such as background or supplementary work that would be helpful to round out the student's knowledge in the field. Occasionally, a faculty member might suggest additional language work as being useful but not required.

A History PhD student has the option of creating and preparing a **Coursed-Out field for the 4th PhD field**. The student must complete relevant work in at least two classes under the supervision of the field supervisor and a project designed to

enhance the student's professional skills in teaching, digital history, public history, or specific methodological approaches in history (for example, statistical analysis, computer mapping, etc.). Essays or other written work developed in these courses can form the foundation and background for the project, but do not in themselves constitute the actual project. The project's materials and focus should expand beyond the requirements of the coursework into a practical application and demonstration of the student's mastery of specific methodological, technological, pedagogical approaches and skills. These projects could include:

- Teaching syllabi, assignments, research paper topics, reading lists, and other curricular material for a teaching field designed during coursework.
- Digital projects that demonstrate mastery over specific digital tools, research methods, or pedagogical approaches.
- A public history project or a project that involves significant community outreach/education.

Students choosing this option will complete (along with the faculty field supervisor) the Proposed Fourth Field form specifically designated for the Courshed-Out option. The student and the field supervisor determine the title and description of the description of the field and of the project and its objectives. The faculty field supervisor determines the coursework requirement for the field. For details about the courshed-out 4th field option, see:

History Department information:

<https://history.washington.edu/phd-requirements-departmental-uw-history-ma-students#Committee>

<https://history.washington.edu/phd-requirements-departmental-students-admitted-history-doctoral-program#committee>

Graduate School Information:

<https://grad.uw.edu/policies/4-2-supervisory-committee-for-graduate-students/>

**REQUEST FOR ESTABLISHING A
DOCTORAL SUPERVISORY COMMITTEE**

Student Name: _____

+++++

Title of First PhD Field: _____

Division: _____

Faculty Supervisor: _____(Chair)

Title of Second PhD Field: _____

Division: _____

Faculty Supervisor: _____

Title of Third PhD Field: _____

Division: _____

Faculty Supervisor: _____

Title of Fourth PhD Field: _____

Division: _____

Faculty Supervisor: _____

Is this a Coursed-Out field? Yes No

+++++

To be confirmed by the Chair of the Supervisory Committee: If the individual faculty supervisors do not require any specific foreign language requirements for their fields, is the student's current foreign language training and proficiency sufficient for pursuing doctoral research and teaching in the student's areas of specialization?

Supervisory Committee Chair signature/date: _____

+++++

Student signature/date: _____

PROPOSED FIRST PhD FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member (not the student) is responsible for completing the required and recommended preparation sections of this form.

FIELD TITLE: _____

DIVISION: _____

SUPERVISING FACULTY MEMBER: _____

DESCRIPTION OF FIELD: The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

REQUIRED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR): What does the faculty supervisor require the student to do to prepare for the PhD examination in this field? Such required preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topics (590s) courses, research seminars, etc.

FOREIGN LANGUAGE PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR):

Is there a specific foreign language requirement for this field? ___Yes ___ No

If yes, in which language(s) must the student demonstrate a proficiency?

1. _____ (language)

Describe the level of proficiency required of the student in this language:

How will the student demonstrate proficiency in this language?

___ By passing a translation examination (Name of language examiner: _____)

___ By demonstrated use of the language in research and writing, usually in the student's PhD seminar paper. In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of research and writing.

___ By the completion of a specified number of years of formal language training (number of years = ___). In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of formal language coursework

2. _____ (language)

Describe the level of proficiency required of the student in this language:

How will the student demonstrate proficiency in this language?

___ By passing a translation examination (Name of language examiner: _____)

___ By demonstrated use of the language in research and writing, usually in the student's PhD seminar paper. In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of research and writing.

___ By the completion of a specified number of years of formal language training (number of years = ___). In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met The standards of proficiency by meanS of formal language coursework

RECOMMENDED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD

SUPERVISOR): What does the faculty supervisor recommend (but not require) the student to do to prepare for the PhD examination in this field? Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topic (590s) courses, research seminars, etc.

Faculty signature/date: _____

Student signature/date: _____

PROPOSED SECOND PhD FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member (not the student) is responsible for completing the required and recommended preparation sections of this form.

FIELD TITLE: _____

DIVISION: _____

SUPERVISING FACULTY MEMBER: _____

DESCRIPTION OF FIELD: The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

REQUIRED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR): What does the faculty supervisor require the student to do to prepare for the PhD examination in this field? Such required preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topics (590s) courses, research seminars, etc.

FOREIGN LANGUAGE PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR):

Is there a specific foreign language requirement for this field? ___ Yes ___ No

If yes, in which language(s) must the student demonstrate a proficiency?

1. _____ (language)

Describe the level of proficiency required of the student in this language:

How will the student demonstrate proficiency in this language?

___ By passing a translation examination (Name of language examiner: _____)

___ By demonstrated use of the language in research and writing, usually in the student's PhD seminar paper. In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of research and writing.

___ By the completion of a specified number of years of formal language training (number of years = ___). In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of formal language coursework.

2. _____ (language)

Describe the level of proficiency required of the student in this language:

How will the student demonstrate proficiency in this language?

___ By passing a translation examination (Name of language examiner: _____)

___ By demonstrated use of the language in research and writing, usually in the student's PhD seminar paper. In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of research and

writing.

____ By the completion of a specified number of years of formal language training (number of years = ____). In this case, the field supervisor must verify in writing to the History Graduate Office that the student has met the standards of proficiency by means of formal language coursework.

RECOMMENDED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD

SUPERVISOR): What does the faculty supervisor recommend (but not require) the student to do to prepare for the PhD examination in this field? Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topic (590s) courses, research seminars, etc.

Faculty signature/date: _____

Student signature/date: _____

PROPOSED THIRD PhD FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member (not the student) is responsible for completing the required and recommended preparation sections of this form.

FIELD TITLE: _____

DIVISION: _____

SUPERVISING FACULTY MEMBER: _____

DESCRIPTION OF FIELD: The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

REQUIRED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR): What does the faculty supervisor require the student to do to prepare for the PhD examination in this field? Such required preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topics (590s) courses, research seminars, etc.

RECOMMENDED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD

SUPERVISOR): What does the faculty supervisor recommend (but not require) the student to do to prepare for the PhD examination in this field? Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topic (590s) courses, research seminars, etc.

Faculty signature/date: _____

Student signature/date: _____

PROPOSED FOURTH PhD FIELD

Students are responsible for preparing a draft of the field title and description sections of this form for the faculty supervisor's approval. The supervising faculty member (not the student) is responsible for completing the required and recommended preparation sections of this form.

FIELD TITLE: _____

DIVISION: _____

SUPERVISING FACULTY MEMBER: _____

The student must complete at least two courses relevant to the field under the supervision of the faculty field supervisor. What two courses is the student required to complete

REQUIRED PREPARATION (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR): What does the faculty supervisor require the student to do to prepare for the PhD examination in this field? Such required preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topics (590s) courses, research seminars, etc.

**RECOMMENDED PREPARATION (TO BE COMPLETED BY THE FACULTY
FIELD SUPERVISOR):**

What does the faculty supervisor recommend (but not require) the student to do to prepare for the PhD examination in this field? Such recommended preparation can include, but is not limited to, taking specific graduate and 400-level (with a graduate increment) History courses, specific graduate courses in other departments, independent study readings, field courses, special topic (590s) courses, research seminars, etc.

Faculty signature/date: _____

Student signature/date: _____

PROPOSED FOURTH PhD FIELD COURSED-OUT FIELD OPTION

The student is responsible for preparing a draft of the field title and project description sections of this form for the faculty supervisor's approval. The supervising faculty member (not the student) is responsible for determining the coursework required for the field

FIELD TITLE:

DIVISION: _____

SUPERVISING FACULTY MEMBER: _____

DESCRIPTION OF FIELD: The description must be specific in terms of the topical, geographical, chronological, and other limits of the field.

THE STUDENT IS REQUIRED TO COMPLETE AT LEAST TWO COURSES RELEVANT TO THE FIELD TAUGHT BY THE FACULTY FIELD SUPERVISOR. (TO BE COMPLETED BY THE FACULTY FIELD SUPERVISOR) Which two courses is the student required to complete?

DESCRIPTION OF THE PROJECT REQUIRED FOR THE COURSED-OUT FIELD. The project must be designed to enhance the student's professional skills in teaching, digital history, public history, or specific methodological approaches in history (for example, statistical analysis, computer mapping, etc.). Essays or other written work developed in the required courses can form the foundation and background for the project, but do not in themselves constitute the actual project. The project's materials and focus should expand beyond the requirements of the coursework into a practical application and demonstration of the student's

mastery of specific methodological, technological, pedagogical approaches and skills. These projects could include:

- Teaching syllabi, assignments, reading lists, and other curricular material for a teaching field designed during coursework.
- Digital projects that demonstrate mastery over specific digital tools, research methods, or pedagogical approaches.
- A public history project or a project that involves significant community outreach/education.

Faculty signature/date: _____

Student
signature/date: _____

THE GRADUATE SCHOOL REPRESENTATIVE (GSR) FORM

The Graduate School Representative (GSR) is a voting member of the doctoral Supervisory Committee, appointed to represent the broad concerns of the University and the Graduate School with respect to high standards of scholarly work, and to ensure that the student's mastery of the subject matter is broad and comprehensive. The GSR must be a member of the UW Graduate Faculty and have an endorsement to Chair. The GSR cannot have an appointment with the History Department must have no conflicts of interest (familial, budgetary, departmental, etc.) with the student or the Chair of the Supervisory Committee. The GSR must attend the both the PhD General Examination and the Final Examination.
(<https://grad.uw.edu/policies/graduate-school-representative-gsr-eligibility/>)

Student name: _____

Name of Supervisory Committee Chair: _____

Name of Proposed GSR: _____

GSR's home department: _____ GSR's email address: _____

I agree to serve as GSR on the doctoral Supervisory Committee for the above-named student:

GSR signature

Date

We confirm that the above faculty member meets the Graduate School's criteria for GSRs, and should be assigned to the student's PhD Supervisory Committee.

Signature of Supervisory Committee Chair

Date

Signature of Student

Date

For further information, go to the following sites:

- [UW Executive Order 24: Research with Human Participants](#)
- [UW Human Subjects Division](#)
- [UW Office of Research](#)

10/20/202

