

Graduate Review and Funding Application Information, 2017-18

Due Feb. 3, 2017, online links for a web survey and dropbox sent via email

Required components for all Students

Please bring the following materials to your annual review and discuss and revise with your adviser before turning these in to the committee.

Note: your advisers do not have access to these materials, including your transcript, unless you provide them.

- 1) Educational and Research Objectives (please see details below)
- 2) Unofficial transcript (students may print this from MyUW)
- 3) CV (Purnima will host a CV workshop, Jan. 18, 12 – 1 PM)
- 4) Dissertation abstract (*required for all students year 3 and beyond*)

Optional component (also bring to your annual review):

- 1) SA Statement of Interest

Educational and Research Objectives Statement

This statement should describe your progress through the graduate program, including progress to date and projected plans for the coming year. **Statement must be limited to one page (250 words).**

You should indicate what you see coming next in your 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 as well as your research/writing progress
 - be specific in describing how many chapters you have outlined/drafted and written, and how many total chapters you intend to write
- If you are applying for departmental fellowship or stipend support for dissertation research and writing, you should summarize your project and explain the need for such support (be specific about how the funding will be used)
- Applying for external funding: types of funding and 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 2019."
 - 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

SA Statement of Interest (optional)

Please submit no more than a 250- word statement of interest for any of our Graduate Staff Assistant positions. While these are subject to funding, we have hired SAs to work on the following:

- *Graduate Program Coordinator SA/HSTRY 570 TA*: Coordinate and plan TA Training Workshop and co-teach HSTRY 570 with faculty instructor
- *Web SA* - helping prepare the Department of History Newsletter, updating/maintaining the Department's webpage
- *Interest in Interdisciplinary Writing Program Teaching Assistantship* – this is chosen by the Department of English through a separate application process, but you may express an interest in the position and we will let you know when we hear application details and deadlines

Finding Alternate Funding Sources

Go to the library or search online for special fellowships that may relate to you.

Graduate Funding Information Service

<http://www.lib.washington.edu/commons/services/gfis>

Faculty Instructions for Reading and Evaluating Graduate Student Files

(Given to Faculty on Graduate Studies Committee in Winter 2016, updated student #s for 2017)

For most students who will still be within their 5 year package (26 students admitted 2013 or later), this is a very simple review to see if they are on track academically. For 1st year students we prioritize fellowships in the first year of funding, and as they work on their dissertations. For the rest, Ta-ships are the more common form of funding particularly in their 2nd and 3rd year. For this group of students, you only need to rank files on a 1-3 score (3-exceeds expectations for cohort progress for MA/PhD, 2-meeting expectations for progress, 1-does not meet expectations for progress). Please keep some notes for really good or really weak files to guide discussions during our meeting.

Those who are no longer on funding packages have files that will need to be read more closely, scored from 1-10. If they are close to defending, we would like to support them if it is financially feasible. Any student beyond the 7th year will likely not be a priority for funding. Last year we were still able to offer most of these advanced students Taships or other funding as it materialized, but that may not be possible this year. Since we expect significant cuts to TA budgets and more competition for our dept. fellowships our primary job will be to produce a ranked list of graduate students for funding during the meeting. As you review files, past the 5-year package we will score files from 1-10, with the 6th and 7th year students, some finer details in your comments sections for ranking against each other would be very useful. Please pay attention to the figures on the left of your list, which lists the previous quarters of dept. support each applicant has received, even if these students have not banked funding, be attentive to those that have received fewer quarters in the past.

10, 9: exceptional work/progress, have substantial chapters written, presenting at conferences, good work on digital projects or publications. Receiving good reviews for teaching/research. Have won outside awards, grants, recognition.

8, 7 Doing some of the above, but on a less impressive level, but showing steady progress towards wrapping up the dissertation

6, 5- have only 1 chapter of dissertation done, have not presented research frequently at conferences, doing ok with teaching, but not spectacularly so. Making slower progress.

4, 3—have made little progress in past year with dissertation, little or no conference presentations, no outside grants. Have adverse teaching reviews

2, 1—no progress towards degree/dissertation in 5+ years. Serious problems with academic progress, teaching. No presentations or conferences, no outside grants.

*The Graduate Studies Committee and the Graduate Office encourage all graduate students to look at these evaluation criteria and craft your CV (list any honors, awards, conferences, publications,etc) and Educational and Research Objectives Statement accordingly. The Graduate Office will share your number of quarters of departmental funding received with the committee.

2017 – 18 Department of History Graduate Funding Process and Timeline

Important Dates

Process

December 7

Graduate Funding Application Workshop

Dec/Early January

Graduate Students Compile Review and Funding Application Materials and bring these to Annual Review meeting with Faculty Adviser in January.

- Educational and Research Objectives
- Unofficial UW Transcript
- CV
- Dissertation abstract – for students year 3 and beyond in the program
- Optional - Statement of Interest for specific Student Assistant appointments (Web SA, Interdisciplinary Writing Program teaching assistant, Lead Teaching Assistant with HSTRY 570)

January (Date TBD)

CV Workshop for Graduate Students

January

All Faculty Advisers and Graduate Students meet for Annual Review. Graduate Students bring above materials to Annual Review and discuss with adviser.

February 3

Faculty submit Annual Reviews to Graduate Office through Catalyst Dropbox.

February 3

Graduate students complete their Review and Funding Applications and submit to Catalyst Dropbox and complete Catalyst Web Survey.

Mid-February

Graduate Studies Committee (GSC) reads and reviews each graduate student file.

Late February

Graduate Studies Committee meets to review and approve funding for students on packages, or with banking. All grad students not on the Five Year Packages are ranked by committee.

*GSC looks for graduate student matches for specific fellowships both inside the department and outside the department.

*DGS contacts faculty for letters of support to nominate students for non-departmental fellowships.

*DGS contacts any grad students for follow up questions, or to discuss concerns about academic progress.

March

History Graduate Office reviews Preliminary Budget information (if available) and begin to look through funding

April/May

Email check-in with all students on 5 year packages by Graduate Office

May

Email check-in with students above 5 years as funding becomes available

Late May

Offer Letters sent out (must be sent by June 1).

Mid-June

Graduate students sign and accept/deny contracts and return to Graduate Office.

July/August/September

Continue to offer funding as new budget information becomes available, students decline previously accepted funding and new funding opportunities become available (we hope).

MA Student

Annual Progress and Performance Review

Student Name: _____

Quarter/Year the student entered the History Graduate Program: _____

Name of Faculty Reviewer (Chair of Student's MA Committee): _____

Date of Meeting: _____

1. Does the student have any Xs, Is, or Ns on the transcript? If yes, for which classes? How and when will the X, I or N grade be removed for each class?

2. Does the student have a foreign language requirement for the MA? If yes, in which specific language(s) must the student demonstrate proficiency?

3. Has the student officially set up the MA Committee and fields with the History Graduate Office and the Graduate School? Who are the supervising faculty?

4. When does the student plan to take the MA Exam? If the student is taking the MA Exam later than the Autumn or Winter quarter of the second year, then please explain why.

5. Has the student applied for external (non-departmental) funding for the coming academic year? Do you or the student have particular funding concerns about which the History Graduate Studies Committee should be aware?

6. Please offer a narrative review (1 paragraph) of the student's progress and performance in the previous academic year, and goals and plans for the current academic year. Are there any particular concerns or questions that you or the student have about their progress in the program about which the History Graduate Studies Committee should be aware at this time?

PhC Student
Annual Progress and Performance Review

Student: _____

Quarter/Year the student entered the History Graduate Program: _____

Quarter/Year of Doctoral Candidacy: _____

Name of Faculty Reviewer (Chair of Student's PhD Committee): _____

Date of Meeting: _____

1. Does the student have any Xs, Is, or Ns on the transcript? If yes, for which classes? How and when will the X, I or N grade be removed for each class?

2. Has the student officially set up the dissertation Reading Committee with the History Graduate Office and the Graduate School?

3. If no, who will be approached to serve on the Reading Committee, and when will the Reading Committee be established?

4. Has the student completed the dissertation prospectus requirement, including the presentation of the prospectus to the Department?

5. What is the student's schedule for researching and writing the dissertation? When does the student intend to defend the dissertation and complete the PhD degree?

6. Has the student applied for external (non-departmental) funding for the coming academic year? Do you or the student have particular funding concerns about which the History Graduate Studies Committee should be aware?

7. Please offer a narrative review (1 paragraph) of the student's progress and performance in the previous academic year, and goals and plans for the current academic year. Are there any particular concerns or questions that you or the student have about their progress in the program about which the History Graduate Studies Committee should be aware at this time?

PhD Student
Annual Progress and Performance Review

Student: _____

Quarter/Year the student entered the History Graduate Program: _____

Quarter/Year of promotion from the MA program to PhD program (if applicable): _____

Name of Faculty Reviewer (Chair of Student's PhD Committee): _____

Date of Meeting: _____

1. Does the student have any Xs, Is, or Ns on the transcript? If yes, for which classes?
How and when will the X, I or N grade be removed for each class?

2. All students must demonstrate a proficiency in at least one foreign language. Does the student have a specific foreign language requirement for the PhD? If yes, in which language(s) must the student demonstrate proficiency at the PhD level?

3. Has the student met with the Director of Graduate Studies subsequent to promotion?

4. Has the student officially set up the PhD fields and Supervisory Committee with the History Graduate Office and the Graduate School? Who are the supervising faculty?

5. When does the student intend to take the PhD General Exam? The standard time frame for the PhD exam is in the Spring Quarter of the second year or Autumn of the third year of the graduate program (for students who completed their MA elsewhere) or one year from the quarter of promotion to the UW History PhD program (for students who completed their MA here). If the student is postponing the exam past these dates, then please explain why.

6. Has the student applied for external (non-departmental) funding for the coming academic year? Do you or the student have particular funding concerns about which the History Graduate Studies Committee should be aware?

7. Please offer a narrative review (1 paragraph) of the student's progress and performance in the previous academic year, and goals and plans for the current academic year. Are there any particular concerns or questions that you or the student have about their progress in the program about which the History Graduate Studies Committee should be aware at this time?