

Department of
HISTORY

*Graduate Student
Handbook*

2014-2015

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I. PROSPECTIVE GRADUATE STUDENTS

Applications are filed through the Graduate College at <http://www.ou.edu/content/admissions/graduate.html> and then reviewed by members of the Graduate Faculty of the Department of History. Applications are due by **December 1**.

Admission to the Degree of Master of Arts

Application Procedures and Requirements

The Graduate College sets residence and other general requirements for the Master of Arts (M.A.) Formal application for admission to the program is made online through the Graduate College Admissions Office at <http://www.ou.edu/content/admissions/graduate.html>. Prospective M.A. students will complete the Graduate College application form and forward the required transcripts to the Graduate College. In addition, the Department of History requires:

- 1) Three letters of reference, preferably from the applicant's professors.
- 2) A statement of purpose explaining why the applicant wishes to pursue the M.A. degree, what fields of history interest the applicant, and what the applicant hopes to do with the degree (approximately 500 words).
- 3) Scores on the Graduate Record Examination (GRE).
- 4) An essay, term paper, or seminar paper, preferably from a history course.

Completed applications are forwarded to the Department of History for review. The Graduate Studies Committee uses the following criteria in admissions decisions. Students must:

- I) Earn a competitive score on the verbal and analytical sections on the GRE;
- II) Have a 3.5 or better grade-point average in a 4-point system in all courses in history taken as an undergraduate;
- III) And have a 3.5 or better grade-point average in all courses taken during the last two years of undergraduate study.

Meeting these requirements does not, however, guarantee admission to the program. Admission depends on the graduate studies committee's overall evaluation of an application. Qualitative measures, such as the Statement of Purpose, the quality of the submitted paper, and letters of reference are regarded as especially important. On rare occasions, students are admitted conditionally, usually when their undergraduate preparation is inadequate. The graduate studies committee may require students who are admitted conditionally to take 12 hours of course work in history earning a 3.5GPA before they are considered for regular admission. The courses will be selected by the chair of the graduate studies committee in consultation with the student.

Admission to the Degree of Doctor of Philosophy

Application Procedures and Requirements

The Graduate College sets residence and other general requirements for the Ph.D. Formal application for admission to the program is made online through the Graduate College Admissions Office at <http://www.ou.edu/content/admissions/graduate.html>. The following departmental rules supplement, but do not supersede the Graduate College requirements. The student submits an application for admission accompanied by required transcripts of previous academic work. In addition, the Department of History requires:

- 1) Three letters of reference, preferably from the applicant's professors.
- 2) A statement of purpose explaining why the applicant wishes to pursue the Ph.D., what fields of history interest the applicant, and what the applicant hopes to do with the degree. (approximately 500 words).
- 3) Scores on the [Graduate Record Examination](#) (GRE).
- 4) A single writing sample, preferably (though not necessarily in History). This can be a master's thesis, essay, term paper or seminar paper.

Completed applications are forwarded to the Department of History for review. The Graduate Studies Committee uses the following criteria in their admissions decisions.

- 1) Competitive score on the verbal and analytical sections on the GRE;
- 2) GPA in M.A.-level coursework; a 3.5 or better grade-point average in a 4-point system in all M.A. work is the minimum requirement for admission;
- 3) Strength of writing samples, statement of purpose, and letters of recommendation.

On rare occasions, students are admitted conditionally with M.A. degrees in fields other than history if they have adequate preparation in history. The graduate studies committee may require students who are admitted conditionally to take 12 hours of course work in history with a GPA of 3.5 before they are considered for regular admission. The courses will be selected by the Chair of the Graduate Studies Committee, in consultation with the student.

II. FUNDING

The Department of History and the Graduate College offer significant funding opportunities, usually in the form of assistantship or fellowships, to offset the high cost of a graduate education. A typical package includes tuition, a stipend (presently approximately \$13,500) and student health insurance. The campus activity fee is not covered. These fellowships or assistantships are critical components of a graduate education, providing graduate students with opportunities for practical training in preparation for their future careers, working in partnership with and under the supervision of experienced faculty and staff.

Normally assistantships are funded for two years for M.A. candidates, and for four years for Ph.D. candidates, although additional funding for a fifth year may be possible. Students with assistantships need to make satisfactory progress toward their degree to continue to receive funding. Students who apply to the graduate program of the Department of History at the University of Oklahoma do not need to apply separately for these assistantships, but will automatically be considered for them as part of the admissions process.

Applicants will also be considered for Hoving and Hudson fellowships, which provide additional stipendiary support for the 9-month academic year. Additionally, Hudson fellows are granted one year of support free of the responsibilities that are otherwise attached to assistantships.

Teaching Assistantships

The majority of financial aid packages are awarded to those who will serve as teaching assistants (TA's or GTA's). The Graduate College and the History Department offer mandatory training sessions. Teaching assistants are generally assigned to the American history survey course, but periodically will work with faculty in other areas according to need and funding availability.

Advanced Ph.D students (ABD's, "all but dissertation") may have the opportunity to teach their own classes.

The newly established **Schusterman Center for Judaic and Israel Studies** which is housed within the Department of History, offers two fully funded graduate assistantships and a third funded with the assistance of other units on Campus.

Research Assistantships

Students awarded research assistantships work with a professor, normally one with an endowed chair, in his/her research. Responsibilities range from reading primary and secondary sources on behalf of the faculty member to copyediting written work.

Editorial Assistants, University of Oklahoma Press

Three students will be assigned as editorial assistants at the University of Oklahoma Press. Their diverse responsibilities include evaluating unsolicited manuscripts, coordinating the peer review process, correspondence with authors, and the preparation of text, illustrations, permissions, contract details and financial information needed by editors. One of the three editorial assistants will also be working part-time at the University of Oklahoma's Western History Collections, under the direction of the Curator of Western History Manuscripts.

Beinecke Library Fellow

Normally selected from one of the University of Oklahoma Press Editorial Assistants, the Beinecke Library Fellowship will enable the recipient to work as a summer intern at the Beinecke Rare Book and Manuscript Library at Yale University. The Beinecke Library Fellow will receive a stipend of \$ 2,000 per month for each of the two months of their internship, and a \$ 3,500 award to cover the cost of housing, transportation, and research expenses.

Huntington Library Fellow

Normally selected from one of the University of Oklahoma Press Editorial Assistants, the Huntington Library Fellow will receive \$ 2,000 a month for each of two months at the Huntington Library in San Marino, CA, where he or she will serve as an intern/fellow and conduct dissertation research. \$ 3,500 will also be provided to cover housing, transportation and research expenses.

Editorial Assistant, Journal of the Early Republic

The *Journal of the Early Republic*, one of the leading journals in American History, is housed at the University of Oklahoma. One graduate student will be assigned to serve as Editorial Assistant. The Editorial Assistant bears primary responsibility for checking facts and citations in articles accepted for publication. He/she will work closely with the Editor, Managing Editor, and authors. The Editorial Assistant will also help develop supplemental, open access digital content that will appear on the *JER* webpage.

Undergraduate Advising

One graduate student will be assigned to assist Dr Jane Wickersham, Director of Undergraduate Studies, and other faculty advisers, with advising of undergraduate history majors.

III. THE MASTER'S PROGRAM

Advising

The student will consult with the Chair of the Graduate Studies Committee and be assigned a major professor during the first semester of study. The major professor will act as the student's advisor and meet with the student every semester to monitor academic progress and to help select courses. The major professor will also preside over the M.A. examination committee.

The department expects students to complete the masters within two years. To meet Graduate College regulations, the student must complete all work for the M.A. degree within six (6) calendar years after enrollment in the graduate program.

The major professor will formally evaluate the student at the end of each spring semester. Other faculty members who teach the student may also prepare evaluations, with copies copy going to the student, the major professor, and the Graduate Studies Committee.

Planning Course Work

The department of history offers two programs leading to the M.A. degree. A student planning to pursue doctoral work at the University of Oklahoma will take the pre-doctoral program. The non-thesis program is primarily for the student--for example, a secondary school teacher--who is not planning to pursue history graduate work beyond the master's level at the University of Oklahoma. Completion of the thesis program does not automatically qualify a student for admission into the Ph.D. program.

A. Departmental Requirements for the Pre-doctoral Program

- 1) Students must complete thirty-one hours of graduate work, earning at least a 3.0 (B) average. Students should enroll in a minimum of 3 thesis hours during the semester in which the thesis is defended.

- 2) M.A. students must take at least 5 graduate seminars (3 hours each) for a total of 15 hours. Americanist MA students should take at least one pre-1865 U.S. history seminar and one post-1865 seminar. Latin Americanist MA students should take both a colonial-era and republican-era seminar when these are offered. In addition, each student must take 9 hours of other coursework (upper-division courses for MA credit, or directed readings). Of these 24 hours (15 + 9), 12 credits, or 4 courses, must be in a major field of study, 1 course should be in a research seminar when possible, and 9 credits, or 3 courses, in a comparative field. The remaining 6 credit hours can be in elective courses or seminars. The remaining 6 credit hours of thesis are the thesis hours.. All seminars and coursework are chosen in consultation with the major advising professor.

- 3) Every incoming master's student must enroll in HIST 5001: Navigating the History Profession for 1 credit hour. This course does not count as one of the required seminars.

- 4) The student must complete a satisfactory thesis, working closely with his or her

major professor in selecting a topic and completing the thesis. The student and major professor also select two other professors to serve on the thesis committee.

5) A student must pass an oral examination, usually lasting two hours, over the thesis and graduate course work administered by the three members of the thesis committee.

B. Departmental Requirements for the Non-thesis Program

1) Students must take at least 5 graduate seminars (3 hours each), for a total of 15 hours. A student must complete thirty-four hours of graduate credit in history and any approved cognate work with at least a 3.0 (B) average.

2) All non-thesis students must take a minimum of 18 credit hours (6 courses) in a major field and a minimum of 9 credit hours (3 courses) in a comparative field. When possible, one seminar should be a research seminar. Students must take 3 or 4 courses, or 9-12 credit hours, in a minor or comparative field. All remaining hours can be graduate-level elective courses. At least one elective course (for 3 credit hours) should be in a cognate field (outside the department). There could be more than one if the student elects to take the option of fewer courses in the major or comparative fields.

3) Every incoming master's student must also enroll in HIST 5001: Navigating the Historical Profession. This course does not count as one of the required seminars or other graduate-level course.

4) The student's major professor may allow as many as 9 credit hours toward the degree for work in a cognate field, that is, any degree-granting program at the university that augments the program of study.

5) All non-thesis students must pass a 4-hour written examination over their major and comparative fields prepared by the 3 members of the student's MA committee. The exams will test the candidate's command of all the coursework taken in the MA program. The Graduate Committee, working with the Graduate Administrator in the department, will set the date to take the exams. The student should consult with each member of his/her committee to receive updated reading lists and other materials to prepare for the exams. The committee will grade the overall performance as "pass," "marginal pass," or "fail."

6) Students who decide that they would like to enter the Ph.D. program in history at the University of Oklahoma after completing the non-thesis M.A. program, must complete the requirements for the Pre-doctoral program before beginning study toward a Ph.D.

C. Foreign Languages: While there is no formal language requirement for the MA program, a student can be required to demonstrate a reading competency in a language other than English if the student's major professor determines it is necessary. In those cases, competency will be evaluated in the same manner as it is for Ph.D. students. (See below, pp.10-11)

IV. THE PH.D. PROGRAM

Advising

The student will consult with the Chair of the Graduate Studies Committee and be assigned a major professor during the first semester of study. The major professor will act as the student's advisor and meet with the student every semester. Together the student and the major professor will select an advisory committee composed of faculty members in the fields of study. After the formation of the advisory committee, an advisory committee conference is to be held to prepare a general outline of course requirements in the fields, to discuss the student's program, and to file an advisory report. The student will meet with the members of the advisory committee at the beginning of each academic year to review progress. The purpose of the meetings with the advisory committee members is to give the student direction and guidance in his/her graduate program. The plan of study, drafted at the first advisory meeting, may be amended at later meetings to meet the student's needs as he/she moves through the program. The student may petition to change the committee once it is established, but changes can be made only with the approval of the graduate studies committee.

The department of history believes all students with M.A.s should complete the Ph.D. within four years. The Graduate College sets a maximum time limit for students with M.A.s to pass the general examination within four years of entering the program, and sets a maximum of five years for completing the dissertation after passing the general examination.

The major professor will formally evaluate the student at the end of each spring semester. Other faculty members who teach the student may also prepare formal evaluations of the student, one copy going to the student, one to the major professor, and one to the graduate studies committee.

The advisory committee will administer the student's general examination under the general guidance of the major professor.

The advisory committee will consist of five members, including the major professor, at least one professor from each of the other fields of preparation, and one member from outside the department. An external member from another university may be invited to serve on a student's committee (who will be known as a "special member" of the committee), but the department is not responsible for funding any expenses that may be incurred should he or she be invited to attend the dissertation defense. Special permission for this member (or any member) of the committee to be "present" at the defense via telephone or Skype requires a petition to the Graduate College. At least three members of the Ph.D. committee must be from within the OU Department of History, as per Graduate College rules.

Planning Course Work

Each student will select three fields of study in the Department of History: a general field, a specialized field, and a comparative field (sometimes called a minor or outside field). All courses will provide the student with intensive work in the chosen fields of study. The general examination, which tests over these 3 fields, however, is a comprehensive measure of a student's acquaintance with broad areas of study and is not limited to the content of specific courses.

Students should observe these guidelines in planning a program:

1) The University requires ninety hours of course work for the Ph.D. degree. The ninety hours will include thirty hours credit from M.A. work, at least thirty hours credit of graduate course work (nine of these hours can be outside the department), and the remaining credit hours (29) working toward the dissertation.

2) For coursework, all Ph.D. students must take at least 27 credit hours (9 each in the general, specialized, and comparative fields). A minimum of 18 of these credit hours (6 courses) must be graduate seminars, with other credit hours coming from directed readings only as necessary if seminars offered do not meet a particular need in one of the fields. Some seminars taken at the University of Oklahoma during one's M.A. coursework here may be applied to the number needed for the PhD., especially the required ones in the U.S. history general fields. Students in an early American field must take 2 seminars in pre-1865 U.S. history and one in post-1865. Those in the later American field must take 2 seminars in post-1865 U.S. history and one in pre-1865. Americanists should take at least one research seminar if possible. Latin Americanist should take at least one seminar on the colonial era and two in the republican era (or in general Latin American history if specific time period ones are not offered during the period the student is here). All students will consult closely with their advisors on which seminars to take. To round out the required credit hours needed, each Ph.D. student should choose one additional seminar (or directed readings or class with doctoral-level coursework) for 3 hours credit at some point during his or her time of study here. Finally, in the student's final year or two here, he or she will take 29 dissertation credit hours.

3) Every incoming doctoral student must enroll in HIST 5001: Navigating the Historical Profession for 1 hour of credit. This course does not count as one of the required seminars or other graduate-level course.

4) A full-time student will ordinarily take the general examination in his/her third year of study in October or March, when such exams are given. No Ph.D. candidate may take the qualifying examinations without having successfully completed a directed readings course or a seminar with each member of the doctoral committee, except the graduate college's representative.

The Language Requirement

A student must demonstrate a reading competency in one language other than English. The student's choice of language is subject to the approval of the student's advisory committee. However, a student can be required to demonstrate a reading competency in as many languages as is necessary for research and study as determined by the student's major professor and advisory committee. Students may satisfy the language requirement as follows:

- 1) Complete the special readings courses for graduate students who are not in the modern languages department with a grade of "B" or better.
- 2) Pass a reading examination in the approved languages administered through the

Center for Independent and Distance Learning and graded by a member of the Department of Modern Languages, Literatures, and Linguistics. (MLL&L). Application is made in the first instance through MLL&L. There will be a \$ 35 fee.

3) If the language or languages offered by a student fall outside the realm of the modern languages department, the student's advisory committee, with the approval of the graduate committee, will determine the best method for measuring language proficiency.

Fields of Preparation

All Ph.D. students are required to prepare three fields. Choice of fields and the composition of the advisory committee is subject to the approval of the student's major professor and the graduate studies committee.

General Area Fields:

One of the following fields will normally be selected for the general area requirement in preparation for the general examination. It is possible to substitute another general area field for United States or Latin American history with the approval of the graduate committee.

The United States to 1865
 The United States since 1865
 Latin America

Specialized Fields:

Students will normally select a specialized field from one of the department's four "core" areas: The American West, Native American History, Environmental History, and either colonial or republican Latin American history. Other specialized fields can be selected with approval of the Graduate Committee.

Comparative Fields:

The comparative field must be outside of the primary area of study (general field) and should reflect a geographical and/or thematic diversity. Americanist graduate students, for example, must choose a field that includes regional history outside of the geographical boundaries of the United States (e.g. a European or Asian country), or that includes transnational, cross-boundary connections (i.e. borderlands, Pacific Rim, immigration studies, indigenous peoples, Atlantic History and Culture, settler societies, imperialism, etc.) Creativity in this field is encouraged. Comparative fields must be approved by the Graduate Committee.

The General Examination

The general examination consists of two parts: a.) a six-hour written examination over each of the three fields; and b.) a two-hour oral examination after the successful completion of the written portion on the three fields.

The general examination cannot be taken until all course work has been completed, including the seminars, historical methods course, and foreign language requirements.

The written examination will be given only once a semester, in October and March, and the three fields must be taken within a three-week period. The graduate studies committee will set the date for each examination. The student's major professor will provide information on the details of administering the examination.

Once the student's request has been approved by the Graduate Studies Committee, the student's major professor will ask the advisory committee members to submit questions for the examination and the members of the advisory committee will grade the student's examinations. Students are graded "Pass with Distinction," "Pass," "Marginal" or "Fail."

To take the oral examination the student must have a grade of pass in all three fields or a grade of pass in two fields and a marginal in one field on the written portion of the examination. In the latter case, the student does not have to rewrite the field in which a marginal was received. If the student receives a marginal grade in two fields, or a grade of failure in any field on the written portion of the examination, the student may not go on to the oral examination. In this case the student will retake the written examination only in those fields graded fail or marginal no later than the following semester. However, if the student receives more than two grades of marginal, or a grade of failure in two or more fields, then the student must retake the written examination in all three fields no later than the following semester. Once the written portion of the general examination has been successfully completed, the student should schedule the oral portion of the general examination as soon as possible.

The student has two semesters to complete both the written and oral portions of the general examination. A student may take the general examination only twice. Failing the written portion constitutes an attempt at the examination. If the student, after failing the written portion on the first attempt but passing on the second attempt, should then fail the oral, the student will not be permitted to take the oral portion a second time.

Within two weeks of the completion of the general examination, the student is to meet with the major professor to discuss the student's performance on both the written and oral portions of the exam.

The Doctoral Dissertation

The doctoral candidate plans and writes a dissertation under the supervision of one member of the faculty, but is also under the general oversight of his dissertation committee. The dissertation committee need not consist of the same members as the student's advisory committee. The dissertation committee is formed as soon as the student passes the general examination. This committee has five faculty members -- one from outside the department -- and the dissertation director serves as chair. The student prepares a prospectus of the dissertation and presents it to the dissertation committee members for comments and approval no later than 60 days following the successful completion of qualifying exams. Each doctoral student's dissertation committee shall meet with the student to review and approve the student's dissertation prospectus and research plan. According to Graduate College regulations, the dissertation must be completed, approved by the major adviser and the dissertation committee, and defended in a public examination within five years of the time the student has completed the general examination.

The doctoral dissertation is the final and most important component of the series of academic experiences that culminate in the awarding of the doctoral degree. Three major functions are fulfilled by the dissertation experience:

- 1) it is a work of original research and scholarship that makes a contribution to existing historical knowledge;
- 2) it demonstrates the candidate's mastery of research methods and tools of the special field; and
- 3) it demonstrates the student's ability to address a significant intellectual problem and arrive at a successful conclusion.

The dissertation committee may accept or reject the dissertation based on these three criteria. If they reject it, the student will be given another opportunity to submit an acceptable dissertation to the committee. The dissertation committee may also accept it, pending required changes and corrections. When the dissertation is completely accepted, and a degree check indicates that the student has completed all course work with acceptable grades, the student may schedule the final oral examination. The final oral examination is a defense of the dissertation and is open to the public. The candidate may apply for the examination after presenting a reading copy of the dissertation, showing preliminary approval of the dissertation director, and showing receipts indicating that all fees have been paid. The final examination must be taken during the semester it is authorized to be given. The student and at least four members of the doctoral committee, including the outside member and major professor, must be present in person to conduct the examination. The graduate dean may exercise the prerogative to appoint an outside member to serve as an evaluator for the Graduate College. The evaluator may be one of the required five members of the doctoral committee or may serve only at the time of the examination. Any changes in membership of the doctoral committee require the approval of the original committee, the new committee members, the graduate liaison (Chair of the Graduate Studies Committee), and the graduate dean. Changes must be approved at least thirty days prior to the final examination.

Under new rules of the Graduate College, dissertations produced at the University of Oklahoma will be made available at the University's Open Access site. You have the option of deferring that process through a multi-year embargo. If you intend to pursue publication and an academic job, you will probably want to exercise the embargo option. Make sure you discuss this option with your dissertation director or the Director of Graduate Studies well before your dissertation defense.

V. TEACHING ASSISTANT GUIDELINES

Compiled originally by the History Graduate Student Association
Summer 2002 (revised Summer 2004, Summer 2013, Summer 2014)

Department of History Office

The office for the Department of History is 403a Dale Hall Tower. The phone number for the office is 405-325-6002. Students can use this number to connect directly to anyone within that suite, or to be connected to an individual professor. DHT 403a is actually a suite in which you will find many people and facilities that will be of use to you. Administrative assistant Janie Adkins, whose desk is right outside the Chair's office, administers all the paperwork for the graduate program. She will be your initial "go to person," especially for matters dealing with the Graduate College. Administrative assistant Christa Seedorf has a wide range of responsibilities, including travel, book orders, and supplies. Barbara Million, who has one of the inner offices, is the department's Managerial Associate. She develops the undergraduate class schedule, implements the graduate schedule, and is the expert on all things budgetary. She is often the "higher authority" to go to when other people have not been able to answer your questions. During the Fall and Spring semesters you will find Bobby Collings, receptionist, at the Front Desk in the office.

Departmental supplies, a copying and scanning machine, and departmental mailboxes are also available in Dale Hall Tower 403a. In the next door "annex" there is a FAX machine as well as an additional copier.

Prof. James S Hart, Chairman of the Department of History, and Prof. Judith S. Lewis, Director of Graduate Studies are here to assist graduate students already enrolled as well as those considering graduate work in the Department of History.

T.A. Office/Resources

History T.A. Office—The history graduate/teaching assistant office is Dale Hall Tower, Room 306. The phone number for that office is (405) 325-6581. Dial "8" for an outside line. Teaching assistants share desks/cubicles, and have full access to computers and printers in the office. The T.A. office has a microwave and refrigerator for general use. The office also has filing cabinets to store exams and other class materials.

Keys—Janie Adkins issues keys to the T.A. office. These keys unlock both the T.A. room and one of the external doors to Dale Hall Tower (the DAHT south entrance bank of doors; our key unlocks the one farthest west or on your left as you approach the doors). The door to the T.A. office should be closed and locked when not occupied by graduate members of the department. Undergraduate students should not be left alone in the office.

Desk/Cubicle Space—The T.A. office contains eleven (11) desks/cubicles and a large discussion table. Depending on the number of instructors/graduate assistants in a given semester, each of these 11 workspaces will likely be shared by two or more people. To clarify which persons occupy which desks, a sign-up sheet (with floor plan) will be posted beside the door to the office (below graduate student/faculty contact list) at the beginning

of each semester. This list and diagram should also make phone messages easier to leave/take. Additionally, T.A.s/instructors should post their names and course-related information on their desks. The room is WIFI - equipped.

Mailboxes---Teaching assistants and instructors are assigned mailboxes in the History department office (Dale Hall 403A). Mailboxes are located along the east wall of the office and near the entrance to Barbara Million's office. Students should deliver late assignments/papers to these boxes.

Computers and Printing—Computers are available to graduate students in both the T.A. office and the department office. Teaching assistants and History graduate students have full access to these computers to research, write, grade, print, and access the internet. Students should yield to faculty on computers and the copier in the department office. Extra paper for the printers in the T.A. office is available in the department office copy room. For problems with T.A. office computers (or related maintenance problems), speak with Christa Seedorf.

Photocopying—The photocopier is located in the department office. If photocopying for a professor (as a T.A. or a research assistant), enter the course number into the photocopier and press ID (for example, 1483 ID). Research assistants (R.A.s) should ask the office administrators for this number since each professor has a particular number assigned to them. Any non-course related photocopying should be cleared with Barbara. Remember to take advantage of the double-sided, collating and stapling features. It also has scanning capacity.

Faxing---For department-related purposes, students may receive faxes on the machine in the office "annex." The fax number is (405) 325-4503. Sending local faxes is permitted, however Barbara Million must approve long-distance faxes.

Supplies—The History department office contains various supplies for use by T.A.s (in cabinets at the back of the office). These supplies include sticky notes, file folders, grade books, and other items necessary for teaching-related tasks. Ask Christa Seedorf for assistance to find what you need, and let her know if stock is running low. Blue books (generally helpful to have on hand for those students who tend to forget them on test days)

Desk Copies—T.A.s are entitled to free desk copies of the required course readings. A list of assigned books may be found at www.efollett.com If the professor/instructor fails to order desk copies, T.A.s should personally do so. To order desk copies, access the publisher's website and order a copy of the text, or send a FAX to the publisher. The History department has forms for this purpose, on letterhead. Check with Christa.

Reference Books---The graduate History office contains several shelves of reference material (including AHR, JAH, pre- and post- textbooks) for use in the office by T.A.s and graduate students. These resources should stay in the office, and are not intended for loan to undergraduate students.

Phi Alpha Theta Books---The T.A. office contains several shelves of used books for sale to students. Suggested cost for books is fifty cents for paperbacks, and one dollar for

hardcover. Proceeds support our chapter of Phi Alpha Theta.

Audio-Visual Equipment and Classroom Technology--For assistance with audio-visual equipment and computer technology for the classroom, check with Classroom Management.

Student Exams

Student Exams—T.A.s should retain student exams for at least one year after each course. This requirement coincides with the one-year period that students have to challenge their grade. Teaching assistants should leave graded exams in the T.A. office. Exams should be stored in filing cabinets. They should be clearly labeled, showing course number and session, professor/instructor and T.A.

Make-up Exams – Professors usually expect teaching assistants to administer make-up exams. Two locations have been designated for this purpose. T.A.s should contact Christa to reserve the conference room beside the department office. Alternately, exams may be held in the 409 anteroom on a first-come, first-served basis.

T.A. Responsibilities/ Opportunities

Teaching—Teaching assistants/instructors with independent teaching assignments or discussion sections are responsible for meeting all assigned office/class hours. Teaching assistants and instructors unable to attend class are responsible for making alternate arrangements. Arrangements must be made with the prior knowledge and approval of the course professor or Dr. Hart, Chair of the Department of History.

Office Hours ---During the first week of the semester, teaching assistants (T.A.s) should choose office hours—generally 2-4 hours total per week—and post them on their desk along with their name and course number/professor or instructor. In the event of an emergency whereby the TA cannot meet office hours for a given week, the TA should notify History department office staff as soon as possible, and have a note posted on the History graduate office door.

Grading – Grading and/or research assignment should be completed in a timely fashion. It should take no more than a week to grade fifty (50) blue book exams, and sooner if possible.

Intersession Courses/Teaching—Graduate students who have completed their exams and are considered ABD (All But Dissertation) may apply to teach during the December-January intersession period each year. Applications go to the department Chair for approval. Once approved, the department forwards applications to the intersession office, the College of Continuing Education (OCCE). OCCE runs these sessions and sends out applications to graduate students (the department staff will place these in your mailbox early each semester) for intersession-class proposals. If you do not receive one of these applications, contact OCCE for information. The History department administrators do not have the forms.

T.A.-Student Interaction – Though obvious, please bear in mind: T.A.s must at all times be courteous in their relations with students. Many undergraduate students will only take one History course. T.A.s should create an atmosphere that facilitates learning, not one of confrontation and condemnation. The idea is not to demonstrate how much we know, but to share our enthusiasm and interest in our chosen field with other students.

Teaching assistants must not date an undergraduate under their supervision. Personal relationships in which one person has the power to grade the other violate department and university policy and will not be tolerated.

General

Change of Address/Information---If personal contact information changes during the course of the semester/year (phone/address/email/office hours), notify the History department office with the new information as soon as possible.

Payroll/Bursar---For questions/concerns regarding payroll or non-travel related expenses, speak with Barbara Million.

Travel Expenses—When you have received an award of travel expenses from a unit of the university OTHER than the Department of History, please notify Barbara Million of the award BEFORE you travel. The funds should be transferred to the department's account. Save all relevant receipts, and return them to Christa Seedorf to process the reimbursements AFTER you return.

VI. GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee consists of the Director of Graduate Studies, who chairs the committee, and two other faculty members. The Committee will have primary responsibility for overseeing the graduate program in history, including responsibilities of recruitment, admission, funding, and curriculum. The Graduate Studies Committee must comply with all University and Graduate College policies and with the Department's Governance document.

VII. GRADUATE COLLEGE INFORMATION

Graduate students must comply with all requirements of the Graduate College. This information can be found at <http://www.ou.edu/gradweb>