

UC Davis  
History Department  
Graduate Program Handbook  
2015

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## The Graduate Program in History

### Introduction

Welcome to the Graduate Program in the History Department of UC Davis. The graduate program is administered by the Graduate Program Committee (GPC) whose members also serve as graduate advisers to confer with students in the program. The Graduate Program Committee recommends admission of new students, reviews the progress of on-going students, receives petitions for waivers of requirements, evaluates students for fellowship awards, and selects teaching assistants. At least one Graduate Student Representative attends policy meetings of the GPC and advises the committee of student opinion.

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#### 1. Program Requirements Overview

The Department provides a course of study leading to the Ph. D. Degree. There is currently no program targeted at the M.A. degree. However, students can file a petition to receive an MA after completion of the qualifying examinations.

The Department will normally recommend that the University award you a Ph. D. degree upon your completion of the following requirements:

1. 44 units (normally 11 courses) of course work (at a grade of A- or higher)
2. Foreign Language Certification (varies by Major Field)
3. Minor Field Certification

4. Comprehensive Major Field Examination (written and oral)
5. Dissertation Prospectus Certification (written and oral)
6. Dissertation Completion Certification

## 2. Fields of Study

You will choose one Major Field from the following list. You will also choose a Minor Field from the following list. You may choose two Minor Fields if one of them is World History.

### Major or Minor Fields

- (a) Africa
- (b) Europe
- (g) United States
- (h) China
- (i) Japan
- (j) Latin America
- (k) Middle East
- (l) Science & Medicine
- (m) South Asia

### Additional Minor-only Fields

1. World History
2. Cross-Cultural Women's and Gender History
3. Environmental History
4. Non-history minors in consultation with major advisor.

## 3. Supervision and Advising

The graduate program is administered by the Graduate Program Committee (GPC) whose members are appointed by the Department Chair. The Graduate Program Committee recommends admission of new students, reviews the progress of on-going students, evaluates petitions for waivers of requirements, makes fellowship awards, and selects teaching assistants. Graduate Student Representatives attend policy meetings of the GPC and advise the committee of student opinion.

By the end of the first year, you should reach agreement with a professor from your Major Field to act as your Graduate Advisor. Beginning with the second year, you will consult with your Graduate Advisor to register for courses each quarter. Your Graduate Advisor will (1) supervise the research and writing of a major research paper (HIS 203) during your second year; (2) serve as your principal advisor for your Dissertation and (3) serve on, but not chair, your Comprehensive Examination Committee. The approval of your Graduate Advisor is also required for all requests to waive rules and for each of your

certifications. You may choose a new Graduate Advisor at any time, with the consent of your new Graduate Advisor.

In addition, by the end of the second year, you must reach agreement with a professor from your Minor Field to act as your Minor Field Advisor. It is usual for students to complete their Minor Field during their **third** year. Your Minor Field Advisor will certify the completion of your Minor Field requirements, including the preparation of a course syllabus and explanatory statement.

The Graduate Program Committee can normally modify deadlines and requirements when you petition it with a compelling case that includes the written endorsement of your Graduate Advisor.

Progress Reports: At the end of each academic year (Spring Quarter), each student will be evaluated and their progress evaluated as satisfactory, marginal, or unsatisfactory. Each student's major advisor will be provided with a checklist for the student and the progress report cover sheet provided by the Office of Graduate Studies. If a student is given a marginal or unsatisfactory evaluation, the student must meet with the major advisor, the graduate program chair, and the graduate program coordinator to create an academic plan to be turned into the Office of Graduate Studies.

If a student has not advanced to candidacy by the end of the fourth year, they will be automatically given a "marginal" progress report.

#### 4. Normative Progress

First Year: Your primary goal should be to gain breadth in the historiography of your major and minor fields. During the first-year you should complete History 204 (Historiography). You should take at least five other graded reading seminars, for a total of six graded seminars (24 units), distributed across the various requirements as you and your advisor decide.

In addition, by the end of the spring quarter, you will complete a prospectus of up to two-pages (double spaced) to define a project for the 203 research seminar and secure your Graduate Advisor's approval and agreement to supervise the project. The faculty leading the 203 seminar will inform you of the arrangements for submitting the 203 prospectus.

In the event of problems in completing these requirements, the GPC will examine evaluations submitted by all of your seminar instructors and may, by unanimous vote, determine to withdraw, or to modify, financial support.

Students should also plan to begin completing or complete their language exam(s) by the end of the first year. The language exam(s) must be completed prior to the qualifying examination.

Second Year: You will continue to develop historiographical breadth in your major and minor fields by taking at least two graded reading seminars, but your focus will be on completing a major research project in the context of a three-quarter research seminar (History 203). Thus, you should complete a minimum of 20 graded units (with a grade of A- or better) during the second year. You should also fulfill your foreign language certification.

In addition to working with the seminar instructor, as a 203 student you will consult with your Graduate Advisor throughout the research and writing process. Such consultation should begin by the end of the first year and, during the second year, should occur about every two weeks. Your Graduate Advisor will read and comment on major assignments and provide written input to the seminar instructor, who will factor that input into the student's grade.

Financial support after the research seminar year will be contingent upon a successful review by the Graduate Program Committee that will evaluate performance in the research seminar. If you receive an incomplete or a grade below A- in your History 203 course, you will need positive recommendations in writing from three faculty members who will formally agree to serve on your dissertation committee. Otherwise, the GPC may, by unanimous vote, suspend funding and recommend withdrawal with a master's degree.

By the end of the second year, you should normally have identified and secured the agreement of two professors, in addition to your Graduate Advisor, to serve on your Major Field Comprehensive Examination Committee and two professors, in addition to your Graduate Advisor, to serve on your Dissertation Committee. The membership of the two committees may overlap. However, the chairs of the two committee may not be the same professor.

Third Year: You should have completed your graded course work (44 units) and should devote your third year to completing your Minor Field certification, your Major Field Comprehensive Examination and your Dissertation Prospectus Certification. Any other requirements not yet finished should also be completed during this time.

As part of your preparation for these three goals, you may take whatever mix of additional graded or un-graded reading courses you deem appropriate.

Fourth Year and thereafter: Completion of these Certifications constitutes advancement to Candidacy (also known as "ABD" or 'all but dissertation'). This may well be accomplished by the end of the third year, but due to variations in field requirements and individual needs, no normative time frame for advancement will fit all students. Still, there are professional advantages to advance as expeditiously as possible, preferably during the third year. Ultimately, in consultation with your Graduate Advisor, you will identify the optimal program.

If a student has not advanced by the end of the fourth year, they will automatically be given a marginal progress report and will need to meet with the major advisor, GPC Chair, and graduate program coordinator to create a plan to advance to candidacy.

Your fourth and subsequent years (as needed) should be devoted to dissertation research and writing. The Department strongly encourages you to complete your dissertation by the end of the fifth year, although, as noted above, there are many circumstances that lead to a more extended time-frame.

## 5. Course Work

Graduate seminars normally consist of 4 units and 11 courses are normally required to complete the necessary course work. Graduate Seminars must be completed with a grade of A- or higher.

1. Philosophy, Method and Theory of History: 4 units, History 204 (Historiography).
2. Major Field Research Seminar: 12 units, History 203 is a full-year (3-course) sequence normally taken in the second year. The goal of the research seminar is to produce a piece of original scholarship suitable for submission to a scholarly journal.
3. Major Field Reading Seminars: 16 units, normally taken as 4 graded reading seminars. If you already have an M.A. in History, you need take only 3 graded reading seminars in your Major Field (but you must still meet the 44 unit requirement).
4. Minor Field Reading Seminars: 8 units, normally taken as 2 graded reading seminars.
5. Third Field Reading Seminar: 4 units, normally taken as 1 additional graded reading seminar from any history field (other than the Major Field), or from another discipline.

Reading Seminars are denominated either as History 201, History 202 or History 298.

History 201 courses cover the Sources and General Literature of History and are designed to prepare students for examinations by critical analysis of the literature.

History 202 courses cover targeted issues in historical interpretation and offer a closer, more specialized examination of fundamental issues and debates in history.

History 298 Directed Reading Seminars may be taken for 1-4 units and may be amalgamated to meet the necessary unit requirements. These are customized seminars, with specific requirements as arranged between you and the Professor who agrees to work with you.

Reading seminars may be repeated for credit when a different subject area is studied.

Additional Research Seminars (History 211-291) may be substituted with the permission of your Graduate Advisor and the GPC.

Ancillary Courses (which do not count toward the 44 unit requirement)

History 389 T.A. Training Seminar is a 1-unit course required of all students who will be teaching assistants. It is normally offered in the Spring Quarter and is graded: Credit/No Credit.

History 299D Individual Study (1-6 units) is normally taken in each quarter until Advancement to Candidacy to meet the mandated level for full-time enrollment of 12 units per quarter and is graded: Credit/No Credit.

Special Upper level courses

299 Dissertation Research

300 Teaching History in the Community College

390 Teaching History in College

6. Foreign Language Certification

You must demonstrate proficiency in one or more languages relevant to your field of study in addition to English as specified below:

<u>Major Field</u>	<u># of languages</u>
Europe	1, plus additional languages as required by advisor
United States	1
East Asia	2, ordinarily Chinese and Japanese
Latin America	1, ordinarily Spanish or Portuguese
Africa	2
Science & Medicine	2
South Asia	2
Middle East	2

Your specific choices should be discussed and reviewed with your Graduate Advisor. Extraordinary choices are subject to approval by the GPC. Of course, particular dissertation topics may require learning additional languages, as determined in consultation with your Graduate Advisor.

You must fulfill your language requirement before you take your comprehensive examination.

The foreign language certification is normally fulfilled by completing a three-hour written exam in the chosen language. With the use of a dictionary, you must accurately translate roughly the first three hundred words of an assigned piece of historical writing—a text or an article—into English. You must then accurately summarize in English the subsequent argument in the balance of the piece. Sample language exams are available in the graduate office.

Only language exams taken at UC Davis may meet this requirement.

By petition to the GPC, alternatives for the exam may be accepted, although the mere completion of language coursework is usually not sufficient.

Alternative Research Skill: By petition to the GPC, you may request certification in an alternative, theoretical research skill as a substitute for ONE foreign language. Examples include: anthropology, economic theory, critical literary theory, psychology, demography, statistics, and political theory. Such petitions are approved only in special and persuasive cases and typically require taking two letter-graded courses in the field (with a minimal grade of B+) and writing a substantial research paper that applies the alternative research skill to historical research and interpretation. Your Graduate Advisor will evaluate the paper and certify its quality to the GPC.

## 7. Minor Field Certification

You must complete two graded reading seminars and receive written approval from your Minor Field Advisor of a detailed syllabus for a one-quarter course in that field. That syllabus must be supported by a historiographical and analytical essay justifying the choices of readings and of interpretation embedded in the syllabus. It should be between 15 to 20 pages long. You must complete your minor field certification before you may take your comprehensive examination or defend your dissertation prospectus.

The World History Minor Field requires 201X and another 201 or 202 accepted by the Graduate Program Committee as explicitly world historical and comparative.

The Cross-Cultural Women's and Gender History Minor Field requires a core seminar, HIS 201Q, and another graded reading seminar (201 or 202) outside your major field, so you examine a particular topic in cross-cultural perspective.

## 8. Major Field Comprehensive Examination

The Examination consists of 1) a four-hour written exam followed by 2) a one-hour oral exam, involving three examiners, all from your Major Field. The examining committee will determine whether you have a mastery of the historiography to teach an introductory, college survey covering the full chronological and topical range of that major field.

During your first two years you should identify, and regularly consult with the three faculty members you choose for your comprehensive examination committee. You should strongly consider taking your graded reading seminars from faculty members who you plan to ask to serve on your committee.

#### 9. Dissertation Prospectus Certification

During the third year, you should submit your dissertation prospectus to your dissertation committee. The prospectus should be about 10-15 pages long and should define a dissertation problem and method, identify the major sources, and situate the project in the relevant historiography. Once your Graduate Advisor has provisionally approved the prospectus, you should provide copies to the two other members of your Dissertation Committee. The Committee will examine you on your prospectus for one hour and it may either certify the prospectus or require substantial revisions and a second defense.

#### 10. Dissertation Completion

Upon your completion of your dissertation, you will submit it to the members of your Dissertation Committee. They will review it and may either certify its acceptance or require such revisions as they deem necessary. Upon receipt of this certification, the GPC will normally recommend the award of the Ph. D. degree.

The department may drop from candidacy a student whose dissertation has not been approved in final form within four calendar years following successful completion of the qualifying examinations.

#### 11. Optional Designated Emphasis Certification

In the place of or in addition to the minor field, you may choose to seek a “Designated Emphasis” certification. Unlike the minor field, the DE is specified in your transcript and may be of benefit in securing employment upon the awarding of your degree. The GPC certifies DEs in the following areas:

African American and African Studies

Classics

Critical Theory

Feminist Theory and Research

Human Rights (pending)

Native American Studies

Religious Studies (pending)

In addition to completing the requirements for a minor field, students pursuing a Designated Emphasis Certification must complete an additional question during the written portion of their qualifying exam. The question may be administered separately and before the written exam or combined with the written exam. Students will be given an hour and twenty minutes to answer the question.

## 12. Developing classroom and other professional skills

In addition to learning the substance and methods of history, you should also have gained experience and developed your skills as a teaching professional. To that end, you must take a (non-graded) course in becoming an effective Teaching Assistant (History 389) during your first year. In the first year, students must also complete the Teaching Assistant Orientation administered by the Center for Excellence in Teaching, usually held in the days before instruction begins for Fall Quarter.

International students who scored a 26 or lower on the TOEFL iBT speaking section or with scores below a 7 on the IELTS must take and obtain a minimum score of 50 on the SPEAK test administered at UC Davis prior to receiving a teaching appointment (teaching assistant or associate instructor).

First year students will typically be offered a position each term as a Reader. A Reader attends a specified upper level undergraduate History course and assists the Professor by grading the work of the students in that course. Readerships are usually available after the first year as well.

Some students will be offered a position as a Graduate Research Assistant (GSR). A Research Assistant will perform research under the direction of a specified member of the History faculty. An application will be made available for GSR positions funded by the department.

Second-year and above students will be offered a position as a Teaching Assistant for some number of terms. A Teaching Assistant attends a specified lower-division undergraduate History course and assists the Professor by teaching hour-long discussion sections of that course each week. Typically, a TA handles three sections of a course each term, usually 45 students total. Teaching Assistants also grade the work of the students in their sections as well as provide assistance to students during fixed office hours during the term.

A student's work as a Reader, Research Assistant or Teaching Assistant is typically compensated with a salary, health insurance remission and a partial fee remission for the applicable term. Additional information is provided in the Financial Aid section below.

Appointments are made by the GPC in the context of the Department's budget and teaching needs. While the GPC strives to ensure an appropriate financial aid package is available to each student, no guarantees of appointments can be made.

## 13. Financial Aid

While each student is responsible for their own tuition, fees and living expenses, the GPC will work closely with you, in conjunction with the University's Financial Aid Office to offer you a package to meet those needs.

You are urged to take advantage of a wide variety of financial aid resources, both internally and externally. The Department awards Fellowships as well as the appointments noted above. Fellowships, grants and loans are also available from UC Davis, the University of California and externally. If you apply for a departmental fellowship, you must inform the GPC immediately about any external grants you receive. These can be combined with financial support from the department up to a sum not to exceed the amount of a one-year departmental fellowship. Students should refer to the Office of Graduate Studies for specific guidelines for financial aid and fellowships.

The GPC and the Office of Graduate Studies also make Graduate Student Travel Awards for travel to deliver papers at professional meetings.

#### 14. Cross-Cultural Women's and gender History

You should plan as early as possible in order to design your program to meet your specific interests in consultation with your minor field advisor. Students choosing CCWgH as a minor field are required to take History 201Q seminar as an introduction to selected issues and historiography in a particular topic in the field, and to complete a second, graded, course (a 201, 202 or individual study) which will allow you to examine a particular topic in women's history in cross-cultural perspective. You should choose a minor field adviser to direct your CCWgH program on completion of the first year of course work. The minor field adviser must work in a geographic region outside of your major field.

#### 15. East Asian History

If your major field is in East Asia, you will be encouraged to follow the standard program requirements, with the following exceptions:

(1) Student's whose language training is inadequate to permit them to begin research in primary sources during the second year will have two options. The most desirable option is to travel to Taiwan, China, or Japan for intensive language study during the second year, returning to take the three-quarter research seminar in their third year of graduate study. The second, less desirable option, is to enroll in the three-quarter research seminar and to focus on a topic in which all materials will be available in English, while concurrently enrolling in a reading course (201) in primary documents in an area related to the proposed topic of their seminar research, or (if language facility is an issue), in an advanced-level language course. That reading course should be arranged with the faculty member who will be the adviser for the student during the second and third quarters of the research seminar. (Many students in East Asia fields who enroll in the 203 three-quarter research seminar will wish to enroll concurrently in a 201 as a document reading course, regardless of their facility with the language; but for students with limited language facility, an advanced-level language course will be required. Students would have the option of taking such a course from a qualified professor in the Department of East Asian Languages and Cultures as a cross-listed class, if that can be arranged.)

(2) No student who is required to master two East Asian languages shall be held to the timetable expected of students in fields without a comparable language requirement. A reasonable timetable based on your language proficiency at the time you enter the graduate program should be assessed and tentatively mapped by the beginning of the third year of graduate work, in conjunction with your Graduate Advisor. This plan (and any modifications) for course work, language exams, qualifying exams, and so forth, will be placed on file with upon approval by the GPC. Please note, a student has four calendar years from the date of the qualifying exam to complete the dissertation.

(3) You should expect to take, in lieu of a 201, a required course in Research Methods and Materials (presently History 291C). This course will prepare you to use the standard reference works required for doctoral research in these fields.

(4) You will generally begin with the following basic courses: For China: Han through Yuan, Ming and Ch'ing (to 1890) and 20th-century (1890 to the present): for Japan: Early Japanese History and Modern Japanese History.

#### 16. Additional Information

Coursework Norms: All entering Ph.D. students are required to register each quarter until completion of their degrees unless granted a leave of absence. A normal load for full-time students is twelve-units; part-time status is six units.

Transfer: If you wish to transfer from another University of California campus or another department at Davis and complete degree requirements here you must file a complete application for admission along with all required documents.

Inter-campus Exchange: Once you have completed at least one quarter in residence at Davis, you may apply to study temporarily at another University of California campus. The Intercampus Exchange Program requires the approval of your Graduate Adviser, the chair of the department or group in which the course is offered on the host campus, and the Deans of Graduate Studies on both the home and the host campus. This is intended to provide you with the opportunity to enroll in occasional courses not available at Davis. It is not intended as a substitute for inter-campus transfer.

Transfer Credit: All work for the degree is normally completed in residence at UC Davis, but some work taken elsewhere may be credited toward the degree. The normal limit for such transfer is six quarter units from another institution or twelve units of concurrent course work, or up to one-half of the unit requirement from approved courses on the UC campus provided the units are not used to satisfy the requirements for another degree. Units to be counted must have been taken at an accredited institution. Units of work taken elsewhere than at the University of California may not be used to reduce the minimum residence requirement or the minimum requirement in the 200 series courses taken at the University. Requests for transfer credit are usually made at the time of Advancement to Candidacy. The Graduate Adviser should make a request to the dean specifying the units and courses involved. Work taken elsewhere than at the University of

California may be credited toward fulfillment of certain Ph.D. requirements. The student may petition to have the 204 requirement waived if a comparable Historiography/ Methodology course has been taken elsewhere.

PELP: Graduate students are eligible for Planned Educational Leave (PELP) for periods ranging from one quarter to one year. PELP allows students to suspend their studies for good cause. Examples of good cause, as defined by the Office of Graduate Studies, include medical, financial or personal problems. Research leave is not considered to be good cause (see “In Absentia” below). Your Graduate Adviser and the Dean of Graduate Studies must approve your application. The leave of absence will normally entail departure from the campus. Students on Planned Educational Leave are entitled to a limited number of university services, but may not be employed in positions ordinarily used for support of graduate students beyond one quarter. For details of the Planned Educational Leave Program, please consult the Graduate Studies website. A student on Planned Educational Leave is guaranteed readmission at the time specified on the approved plan.

In Absentia: Graduate students should apply for in absentia registration when they will be outside of the state conducting research for the entire quarter. Students must be Advanced to Candidacy and complete an application to be signed by the Major Advisor and the Graduate Adviser. Students will pay reduced fees and retain access to UCSHIP. In Absentia registration can be used for up to two years, but students must re-apply each quarter. For more information on regulations for in absentia, please see Graduate Studies website.

Filing Fee: Those who have completed or will soon complete their dissertation can opt to pay a filing fee, in lieu of the usual registration fee. This fee is assessed to each candidate who has completed all other formal requirements for the Ph.D. degree and who has not been a registered student at the university during the quarter of the filing of the dissertation. If students fail to file their dissertation at the end of the filing fee quarter, they will be required to register and be charged full fees and tuition. Access to university resources, including health insurance, are limited while on filing fee status. Please see Graduate Studies for a full list of regulations.

Readmission: A student who breaks registration without filing for Planned Educational Leave will be subject to the same requirements as a new applicant for admission to the Department of History and to Graduate Studies. Similarly, a student who withdraws from the program must also submit an application for readmission to the program.

NOTE: All forms mentioned are available for download at the Graduate Studies website: <http://gradstudies.ucdavis.edu>  
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