

The Graduate Program

*The Arch Dalrymple III Department of History
The University of Mississippi*

Overview

The Department of History at the University of Mississippi offers programs of graduate study leading to the masters and doctoral degrees. The core of the program is, of course, the faculty; current members are listed in this brochure. The faculty offers a wide variety of graduate courses in United States, European, and Latin American history, with additional work available in African, Middle Eastern and Asian history. The department includes faculty members from all over the United States, as well as from Europe and Africa, and their interests span the full chronological sweep of American and European history, as well as much of the histories of Africa, Latin America, the Middle East and East Asia.

The Department of History maintains close relationships with several interdisciplinary programs at the University, including the African-American Studies Program, the Center for the Study of Southern Culture, the Croft Institute for International Studies and the Sarah Isom Center for Gender Studies.. It also engages in many activities to enhance its regular research and teaching programs and to enrich the intellectual lives of its students and faculty. The Department houses the Center for Civil War Research, which in turn organizes a yearly Conference on the Civil War. Each year the Department also co-sponsors the Porter L. Fortune, Jr., History Symposium. Held every year since 1975, this three-day conference brings well-known scholars to campus to discuss their research and interpretations on various issues relating to Southern History.

Within the University, the history department also has close ties with the John Davis Williams Library, which contains more than 800,000 volumes. Of particular importance to history graduate students are the Mississippi Collection of books and manuscripts pertaining to the state, the Blues Archive, and the depository of federal government documents.

Graduate Programs

In its masters and doctoral programs, the department emphasizes both rigor and flexibility in designing a course of study to fit the individual interests of each graduate student. The Graduate Advisory Committee administers the program. Each graduate student designs a program of study in consultation with the Graduate Advisory Committee and other faculty members of the department. Approximately fifty students from a wide variety of backgrounds are currently pursuing graduate degrees in the department.

Areas of Study

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American History
European History
Africa
Middle East
Latin America
East Asia

Civil War Research

Center for Civil War Research
<http://www.civilwarcenter.olemiss.edu/index.shtml>

Interdisciplinary Contacts

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African-American Studies Program
http://www.olemiss.edu/depts/afr_o_am/

Center for the Study of Southern Culture
<http://southernstudies.olemiss.edu/>

Sarah Isom Center for Gender Studies
<http://sarahisomcenter.org/>

Croft Institute for International Studies
<http://www.croft.olemiss.edu/home/>

Conferences

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Conference on the Civil War
Porter L. Fortune, Jr., History Symposium

Master of Arts - Requirements

To gain admission to the graduate program, an applicant should have at least a B average as an undergraduate, should have majored in history (or have taken a significant number of history courses), and should have achieved an acceptable score on the Graduate Record Exam.

Students should pursue a rationally structured course program to be designed on an individual basis in close consultation with the Graduate Advisor. All M.A. students must take the following courses: Historical Methods and Philosophy of History, Professionalization and Colloquium I, and three of the four courses the department offers in the historiography of United State history and the historiography of European history, and a research seminar. Students specializing in Latin American, Asian, or African history may take a historiography course in one of these areas to fulfill one of the three required historiography courses. Moreover, an M.A. student may with prior approval from the Graduate Advisor take for credit a limited number of graduate-level courses in other departments.

Students pursuing the Master of Arts must choose between two different programs of study in consultation with faculty members familiar with their research interests and career goals. The thesis option requires 24 hours of courses and at least 6 hours of thesis credit. The student will write the thesis under the direction of a faculty adviser. The thesis will be evaluated by a committee consisting of the adviser and two other faculty members. The student will identify a committee by the beginning of the third semester in the program. The student will present a thesis prospectus by the end of the third semester in the program for approval by the committee. A thesis director may require a student to have a facility in a foreign language or in quantitative skills relevant to the thesis. To complete the thesis, the student must pass an oral defense before the thesis committee. The non-thesis option consists of 36 hours of course work. To complete the non-thesis M.A., a student must pass an oral exam in the candidate's field of study that a three-member faculty committee will administer.

Doctor of Philosophy - Requirements

To gain admission to the doctoral program, an applicant must have earned an M.A. in history or its equivalent, have demonstrated distinct promise of success in advanced graduate study, and achieved an acceptable score on the Graduate Record Exam.

Students should pursue a rationally structured course program to be designed on an individual basis in close consultation with the Graduate Advisor. Doctoral students who have not previously taken a graduate-level historical methods course must do so as part of their course work. Additional course work required beyond the M.A. will include a minimum of 12 hours of work in a major field, at least 6 hours of work in each of two minor fields, and at least one 700-level research seminar. In their first year in the program students will enroll in Professionalization and Colloquium II. Doctoral students concentrate on a major field in which they must pass oral and written exams and two minor fields in which they must pass written exams. The major fields are:

Master of Arts Requirements

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30-36 Hours including:

One Methods Seminar

*Three Historiography
Seminars*

One Research Paper

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Thesis or Non-Thesis Option

Thesis Defense or Oral Exam

Doctor of Philosophy Requirements

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*Four Seminars in the Major
Field*

*Two Seminars in Each Minor
Field*

One Research Seminar

One Foreign Language

*Comprehensive Exams (One
Major and Two Minor
Fields)*

Prospectus Defense

Dissertation

- * United States History through Reconstruction
- * United States History since the Civil War
- * Medieval Europe
- * Early Modern Europe to 1815
- * Modern Europe since 1789
- * Latin America

Minor fields include the six major fields as well as African, African-American, Middle Eastern, East Asian, Women, Gender, Southern, Slavery, Race, Atlantic World and Twentieth-Century World history. Other minor fields inside or outside the department may be selected and designed by the student in consultation with the Graduate Advisory Committee and the student's dissertation director. A student choosing a major field in United States history must have at least one minor field outside of United States history, and a student choosing a major field in European history must have a minor field outside of European history.

Doctoral students must demonstrate proficiency in one foreign language. This requirement may be met in one of two ways: a) by attaining a grade of B or higher in a fourth-semester language course (202) at the University of Mississippi, or in an equivalent course which has been completed within three calendar years prior to enrollment; b) by attaining a passing grade on a departmentally administered translation exam.

The foreign language exam consists of a translation and questions to test reading comprehension. Students will be given two pages from a monograph, academic journal article, or a primary source published in the selected language. They will translate a selected dozen lines, answer five reading comprehension questions, and write a summary of the foreign language text in English. Students have to complete the exam within three hours. They may use a paper dictionary but no Internet translating programs or any other translation aids. The exam will be administered in Bishop once each semester at a date to be announced at the beginning of each semester. In the event that a student fails the exam, the student will arrange with the examining faculty member to re-take the exam.

In certain fields, more than one language may be required by the Graduate Advisory Committee.

After completing the required coursework and fulfilling the foreign language requirement, a doctoral student must pass written comprehensive examinations in the major and minor fields and an oral exam in the major field before beginning work on a dissertation.

After passing the comprehensive exams the student will undertake a dissertation on a topic in the major field by mutual agreement of the student and the dissertation director. The first required step in this process is the approval of a dissertation prospectus within one semester from the date of successful completion of all portions of the comprehensive exams. The prospectus must be defended in front of the entire dissertation committee consisting of three history faculty members and a member of another department. This committee will also administer a final oral examination on the dissertation. Changes in the composition of the committee are allowed by the Graduate School but must be approved by the History Graduate Advisory Committee.

Major and Minor Fields



United States History through Reconstruction

United States History since the Civil War

Early Modern Europe to 1815

Modern Europe since 1789

Africa

Latin America

Additional Minor Fields



Medieval Europe
African-American

East Asia

Middle-East

Women

Gender

Southern

Slavery

Race

Atlantic World

Twentieth-Century World

(Or Other in Consultation with the Graduate Advisory Committee)

Admissions

Applications for admission to the graduate program can be downloaded or completed at the Graduate School's website <http://www.olemiss.edu/gradschool/applynow.html>. Applicants must complete the application form and submit Graduate Record Exam scores, as well as official transcripts of post-secondary study to the Graduate School. In addition, applicants should have three letters of recommendation sent by people who can speak with authority about their potential as a graduate student in History. The recommendation letters should be submitted via the secure internet portal set up by the Graduate School. Applicants must also provide a statement of purpose that describes their intellectual background and future goals, and a sample of their written work. The Statement of Purpose can be uploaded at the Graduate School's online application site; the writing sample can be submitted as an e-mail attachment to the Chair of the Graduate Advisory Committee, mlerner@olemiss.edu. The department's Graduate Advisory Committee makes its decision regarding each application after assessing all of the application materials together, and not by applying any rigid standard or mathematical formula.

Prospective applicants may learn more about the History Department by visiting its website at <http://history.olemiss.edu/> and by contacting the department at the address below. Both as a department and individually, the faculty welcomes inquiries from prospective graduate students, and encourages them to visit the campus.

Mail inquiries to:

Dr. Marc H. Lerner
Chair, Graduate Advisory Committee
The University of Mississippi
Department of History
Bishop 310
University, MS 38677-1848
telephone: (662) 915-7529
e-mail: mlerner@olemiss.edu

Financial Aid

The department offers several graduate assistantships every year; each pays as much as \$12,000 per year and automatically includes a tuition waiver. The assistantships are competitive and based on merit, and all applicants to our program are automatically considered for these assistantships. **Support towards the completion of the Master program runs for two years; support towards the completion of the PhD program runs for four years.** The Graduate School has Diversity Fellowships that pay \$2,000-3,000 each year and include a tuition scholarship. Also from the Graduate School, Honors Fellowships for students of exceptional ability provide \$2,000-3,000 per year. A graduate student may combine any of the above awards. The Graduate School also provides, on a competitive basis, Dissertation Fellowships and Summer Graduate Research Fellowships to a limited number of students nearing the completion of their doctoral studies (more information on graduate fellowships and aid may be found here below and at the Graduate School website). Beyond the History Department and the Graduate School, a student may apply for other types of campus employment, some of which also carry tuition waivers.

Applications for Admission

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Apply at

<http://www.olemiss.edu/gradschool/applynow.html>

GRE scores
(General GRE,
not subject test)

have these
sent directly
to the Graduate
School by the
issuing
institutions

Official
Transcripts

Three Letters of
Recommendation

Statement of Purpose

Writing Sample

Additional Information

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<http://catalog.olemiss.edu/graduate-school>

www.olemiss.edu/depts/history/
www.olemiss.edu/gradschool/

The University of Mississippi
Graduate School
100 Graduate House
University, MS 38677
Phone: 662-915-7474
Fax: 662-915-6557
E-mail: gschool@olemiss.edu

Campus Employment

<http://www.olemiss.edu/hr/students.html>

Guidelines for Good Progress in History Graduate Programs

These guidelines do not supersede those of the Graduate School (please consult the Graduate School catalog at <http://catalog.olemiss.edu/graduate-school>). Exceptions to these guidelines will be considered for those students who, in the judgment of the department's Graduate Advisory Committee, cannot reasonably be expected to meet them. The terms "semester" and "year" refer to full-time (9 hours per semester, two semesters per year) study schedules. Also, in addition to the guidelines listed below, all History graduate students should make every reasonable effort to attend conferences, symposia, workshops, and lectures that the History Department sponsors and in other ways take advantage of opportunities for professional development.

M.A. in History

To make good progress towards the M.A. in History, a student should maintain a GPA of at least 3.0 in graduate-level courses. A student who wishes to pursue the thesis option for the M.A. should, in consultation with the department's Graduate Advisor, identify a prospective thesis director and another two committee members by the beginning of the third semester in the program. From that point until the completion of the thesis, the student should consult with the thesis director at least once every two weeks about the progress of the thesis project. Students who choose the non-thesis options should contact three faculty members at the beginning of the semester in which they expect to take their oral exam in order to discuss expectations and set an exam time convenient to all -- typically mid-April or end of November. It is understood that an M.A. student who pursues a degree while enrolled part-time will follow a schedule different than that of a full-time student.

Relevant Forms: GS7 and GS8 (see appendix 4 and 5)

Ph.D. in History

To maintain good progress towards the Ph.D. in History, a student should maintain a GPA of at least 3.0 in graduate-level courses. A student also should, in consultation with the department's Graduate Advisor, identify the major and minor fields for the comprehensive examination by the end of the second semester in the program. Also, in consultation with the department's Graduate Advisor, the student should identify a prospective dissertation director before the beginning of the fourth semester in the program. From that point until the conclusion of the degree program, the student should consult with the dissertation director at least once every month about the progress of the dissertation project.

A doctoral student should satisfy the department's foreign language requirement before the end of the third semester of the doctoral program. The student will not be allowed to take the doctoral comprehensive examination before fulfilling the foreign language requirement.

A successful doctoral student should pass the comprehensive examination by the end of the second year in the program. The student is also encouraged to defend a dissertation prospectus no later than the fifth semester in the program. It is understood that a doctoral student who pursues a degree while enrolled part-time will follow a schedule different than that of a full-time student, but he or she will still be held to the time limits established by the Graduate School.

Additional Expectations for those on Departmental Assistantships

A graduate student who receives a departmental assistantship (a TA) must make good progress towards the completion of the degree program and must maintain the high level

For Good Progress in the Program

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*Always maintain a
GPA of at least 3.0*

Master of Arts

*Identify Master thesis
committee by beginning
of third semester*

*Present MA thesis
prospectus by end of
third semester*

Doctor of Philosophy

*Identify major and
minor PhD
comprehensive exam
fields by end of second
semester*

*Identify PhD
dissertation director
before beginning of
fourth semester*

*Consult with the
dissertation director at
least once a month*

*Satisfy language
requirement before
taking comps*

*Defend prospectus by
fifth semester*

of professional conduct expected of all university employees. A TA who fails to make good progress towards the degree or whose performance as an assistant falls short of professional standards may have the assistantship reduced or revoked altogether. All TA's are expected to be on campus prepared to begin their assignments no fewer than three full working days prior to the start of classes in each Fall and Spring semester. TA's must be enrolled in at least 9 graduate hours each fall and spring semester.

Guidelines for Teaching Assistants

- Always attend the lecture class you are assigned to as a TA. The person who grades exams and papers owes it to the undergraduate students to know ALL course content. If you have been the TA for other sections of HIS 105, for instance, that does not guarantee that you can be fair in assessing exams taken in other sections of HIS 105 taught by other instructors, despite the fact that the topics covered may well be the same.
- Never switch sections, blue books, students without prior consultation with the course instructor. It may seem a simple matter to make any such changes, but confusion, errors and doubts as to responsibility may arise, especially in very large lecture classes.
- Do not provide your section and/or any students with additional and/or different course content, including study guides or questions, without prior consultation with the course instructor.
- Undergraduate students should always understand exactly why they have received a given grade on their exams or papers. That means that a grader should always make specific and general comments that clearly explain both strengths and weaknesses of any essay. Comments should always be constructive and never disparaging, offensive, sarcastic or angry. Consult with the instructor as to whether you should use pen or pencil. Students also have a right to receive timely evaluations of their work: make sure you know the date by which the course instructor expects you to have completed grading any exam, paper or quiz. Graduate coursework and other deadlines you might have do not excuse delays in returning graded exams promptly.
- Make yourself readily available by keeping office hours and via e-mail.
- Check your olemiss.edu e-mail account every day for messages both from the students and from the instructor. (You can set up your UM e-mail to forward automatically to any other account you might prefer to use, such as gmail, yahoo, etc.)
- Keep clear records of all grades and keep them safe. If you keep electronic records make sure to print and give copies to the instructor. If you keep paper records make sure to make a copy for the instructor as well.
- Do not discard any exams or papers which students do not pick up. We have an obligation to keep all records for a year. Give the instructor any exams or papers you might still have at the end of the semester.
- Always maintain an appropriate professional relationship with students while you are serving as their Teaching Assistant. As a supervisor and evaluator of undergraduate work, any personal relationship is problematic. Interactions with your students outside of class should be limited to matters directly pertaining to the course. Keep your door open during office hours and meet students at appropriate campus facilities (i.e., office, library, Student Union). Avoid even the appearance of unprofessional behavior, such as for instance spending leisure time with any students in the class you have been assigned to. Notify the instructor and/or the Graduate Coordinator or Chairperson immediately of any situation that you feel may put you at risk as a Teaching Assistant.
- Never make negative comments about course content, the instructor, your fellow TAs or any undergraduates in the class in front of students. Such behavior is not only disrespectful, it does also undermine the instructor's authority and the History Department's reputation, which in the end means your own as well.
- Make sure you understand what your supervisor expects, and that your supervisor is aware of your current schedule.

Teaching Assistants

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Be enrolled in at least 9 graduate hours in fall and spring semesters

Always maintain a high level of professional conduct:

be in class

follow your supervisor's instructions

grade fairly

be available

keep records clear and safe

do not engage in personal relationships with undergraduate students in your section

Guidelines for Doctoral Comprehensive Examinations

Doctoral students must successfully complete comprehensive examinations before they are allowed to defend their dissertation prospectus. By the end of the first academic year in the program, students who pursue their degrees as full-time students—that is, those who take eighteen hours per academic year—should consult the department's faculty and identify major and minor fields for comprehensive examination. These students should take their comprehensive examinations by the end of their second year in the program. Students cannot take comprehensive examinations before they have fulfilled the department's foreign language requirement and completed coursework designed in consultation with the department's faculty.

The comprehensive examination consists of one eight-hour written examination in the student's major field and six-hour written examinations in each of the two minor fields. Typically, students will undertake the three examinations in the course of one work week; exceptions will be made for students whose work schedules or health limitations require alternative arrangements. The content of the examination, the number and length of the questions, and the extent to which the student may have a choice of questions to answer will be determined entirely at the discretion of the examination committee. Generally after two weeks and within four weeks of the successful conclusion of the written examinations, the student will also take a one-hour oral examination in the major field.

Examination questions will be available in the History Office, or can be sent as e-mail attachments, at 8:00 AM on the day of the examination. The completed examinations should be returned to the History office by the end of the examination period. Students may write their examinations in the University Library or elsewhere on campus, and they may use their own computer equipment to do so. It is understood that students taking examinations will not consult any notes, books, or other resources (such as the Internet) during their examinations.

PhD candidates, in consultation with the Graduate Adviser, will assemble major and minor fields exam committees by the end of their second semester in the program. The committees must be approved by the Graduate Adviser, and should ensure chronological and thematic breadth. Students will prepare for the comprehensive exams under the supervision of the committees' chairs and members. The approved committees will write exam questions and evaluate completed exams.

Major field examination committees will have at least three faculty members and minor field examination committees will have at least two faculty members. One member of each committee will serve as chair and will, in consultation with other committee members, design the examination. **Consultation with the faculty must take place exclusively during fall and spring semesters, not during the summer or winter breaks.**

a) Students who are preparing to take a major field examination in United States history should have a command of both the events and the historiography of their period whether before or after 1877. Students who wish to take the major field for the latter period but who have a compelling intellectual interest in the Civil War and Reconstruction may include them in the latter major field. Students preparing for their examination in US history are encouraged to consult all of the history faculty who conduct research and teach in the period covered by their major field

PhD Comprehensive Examinations

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Select Major Field and two Minor Fields by end of first year

Fulfill foreign language requirement before PhD comprehensive examinations

Major Field: one eight-hour written examination; a one-hour oral examination

Minor Fields: two six-hour written examination

Oral exam on Major Field only

examination. The major field's examination committee may solicit examination questions from faculty who are not on the committee.

b) Students who are preparing to take a major field examination in an area outside of US history should work closely with the faculty on the examination committee to determine which events and historiographical issues to review.

c) Students who are preparing to take a minor field examination in any area should work closely with the faculty on the examination committee to determine which events and historiographical issues to review.

The department offers major field examinations three times in the course of each academic year. After consulting with the departmental chair, the chair of the graduate advisory committee will announce at the beginning of each academic year the dates for written major and minor field examinations. Typically the examinations will be offered the second week of classes in fall and spring and in late March or early April (depending on Spring and Easter Breaks). Exams cannot be taken at any other time during the year.

Examination committee chairs should supply examination questions to the History office staff 24 hours prior to the examination. History office staff members will put copies of completed examinations in the mailboxes of examination committee members as well as the student's file. Examination committees should report the results of the examination to the chair of the department's Graduate Advisory Committee in a timely manner. The chair of the department's Graduate Advisory Committee will then notify the student.

If all of examiners concur that an examination was exemplary in every way (that is, all aspects of all three field examinations), then the award of "distinction" may be conferred.

Students must complete all three field examinations successfully in order to fulfill the comprehensive examination requirement. A majority of examination committee members must determine that an examination is passable in order for the student to complete that examination successfully. In the case of a split vote, the department chair will seek to resolve the matter.

Students who fail any field examination must retake it and must pass it by the consensus of the examining committee. Such examinations are to be retaken at a time deemed appropriate by the examiners, graduate advisor, and the departmental chair. Failure to achieve consensus indicates a failed examination. Students may retake their examination at the regularly scheduled time and must pass the examination by consensus of the committee. No student may retake an examination more than once.

Requests for exceptions to these guidelines should be submitted to the departmental chair.

Relevant Forms: GS5 and GS5.1 (see appendix 1 and 2)

Important Forms

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Form GS5 - Authorization to Sit for a Comprehensive Examination (PhD only)
http://www.olemiss.edu/gradschool/2010%20forms/g5_auth_to_sit_for_exam.pdf

FORM GS5.1 - Report of the Comprehensive Examination Committee/Admission to Candidacy for the Doctorate Degree (PhD only)
http://www.olemiss.edu/gradschool/2010%20forms/g5_1_admission_to_doctorate_degree.pdf

Form GS6 - Dissertation Prospectus Procedure (PhD only)
http://www.olemiss.edu/gradschool/2010%20forms/g6_dissertation_prospectus_procedure.pdf

Form GS7 - Authorization of the Final Oral/Written Examination (MA and PhD students)
http://www.olemiss.edu/gradschool/2010%20forms/g7_authorization_for_final_exam.pdf

Form GS8 - Application for Graduate Degree (MA and PhD students)
http://www.olemiss.edu/gradschool/2010%20forms/g8_application_for_degree.pdf

The Dissertation Prospectus Guidelines

By the end of the semester in which a student successfully passes her/his PhD comprehensive exams, the student should complete a dissertation prospectus under the supervision of the dissertation adviser. Preferably the prospectus must be defended by the beginning of November or April so that the student is eligible to apply for a Dissertation Fellowship for the following semester, and/or for a Summer Graduate Research Fellowship.

A dissertation prospectus should explain the subject of the dissertation, its historical significance and its place in the relevant historiography. Students should explain why their proposed research is an original contribution in their field. A prospectus should also detail proposed methodologies, and contain a bibliography describing what primary sources are available and necessary to complete the dissertation. If possible a tentative chapter outline and schedule for dissertation completion should also be included.

Relevant forms: GS6 (see appendix 3)

Dissertation Fellowships

After the successful defense of their dissertation prospectus, students may apply for a Dissertation Fellowship. The Dissertation Fellowships are awarded twice a year by the Graduate School, in November and April. The Graduate School requires all interested departments to submit a list of ranked nominations. The History Graduate Advisory Committee ranks nominees on the basis of merit and overall progress in the program. Each nominee needs a letter from her/his dissertation adviser and an updated resume. The History Department typically receives 3-4 Dissertation Fellowship awards per year.

Summer Graduate Research Fellowships

The Graduate School also grants a number of graduate research fellowships each summer. While both MA and PhD students can apply for these summer fellowships, both the History Department and the Graduate School give strong preference to doctoral students. The fellowships typically help fund summer research trips or provide a 2-3 month employment-free period to write full-time. Summer Graduate Research Fellowships are intended as full-time summer support: recipients cannot teach or work as Teaching Assistants during the summer. The Graduate School requires all interested departments to submit a list of ranked nominations. The History Graduate Advisory Committee ranks nominees on the basis of merit and overall progress in the program. Each nominee needs a letter from her/his dissertation adviser and an updated resume.

After the PhD Comprehensive Examinations

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*Write and defend the
dissertation prospectus by the
end of semester following
comprehensive exams*

*Enroll in dissertation hours
every semester (at least three
hours)*

*Apply for a Dissertation
Fellowship and/or a Summer
Graduate Research
Fellowship*

Arch Dalrymple III Graduate Student Research Funding Opportunities

Graduate students in the Arch Dalrymple III Department of History are invited to apply for the following competitive awards to support original research and facilitate dissertation and thesis writing, depending on eligibility:

ALL GRADUATE STUDENTS IN GOOD STANDING:

1) to fund travel for research, whether at archives, libraries, or in the field; to supplement outside grants that are insufficient to cover the cost of a research project; or to support training in a foreign language required for research. Each academic year, the Dalrymple committee will award funds on a competitive basis up to \$1,500 for travel within the US and \$3,000 for international travel, although graduate students may apply for extraordinary funding beyond these limits.

All applications will be considered on merit, and must address the following categories: **a)** a clear statement of the work to be conducted and its significance in relation to the dissertation or thesis, **b)** a detailed explanation about how funds will be used, and **c)** an itemized budget.

The deadlines for applying are: April 15 (for needs during the following fall semester); November 15 (for needs over the winter break or the spring semester); and February 1 (for needs in the summer approaching). Please follow the submission guidelines provided below.

2) to purchase or contribute to the purchase of research-related library materials. For full consideration, applicants should submit written proposals to the Graduate Advisory Chairperson before February 1, although proposals that are made after this date will be considered. Decisions will be based on whether the proposed purchase enhances or facilitates original research necessary for degree completion.

ONLY GRADUATE STUDENTS NEARING THE COMPLETION OF A DISSERTATION OR THESIS:

1) for Summer Writing Fellowships of \$3500 to support timely degree completion. The committee will only award the fellowship to applicants who are likely to complete the dissertation by the end of the subsequent academic year. Applicants must submit a completed application form and provide a letter of support from their faculty supervisor to the Dalrymple committee by April 15. The committee requires that graduate students who accept this fellowship not accept other employment from the university for the duration of the award.

Notes to applicants:

Graduate students who receive significant support from the Dalrymple fund in one year should receive lower priority in the subsequent year.

Within two months of completing a funded research trip or period, award recipients must submit a detailed report on the accomplished work to the Graduate Advisory Chairperson. Award recipients will not be considered in subsequent award cycles until they complete this reporting requirement.

Application Guidelines:

a) Applicants should explain the practical aspects of their proposed research (work plan and budget) with great specificity. Future work plans in applications for research support address the following questions: **1)** What specific research will be conducted?; **2)** How does it contribute to completing the proposed project?; and **3)** How long will it take?

b) Applicants must present budgets that itemize costs according to the following categories from the university's travel authorization forms: 1) transportation; 2) meals and lodging; 3) registration; and 4) other.

c) All award recipients must follow the university's standard regulations for travel authorizations and reimbursement.

Moreover, in order to balance and contain costs:

d) The standard daily meal allowance for those travelling within the United States will amount to \$10, and \$15 for those travelling outside of the United States. These allowances are intended to supplement, not completely cover, normal food costs;

b) Applicants should seek economical accommodation options, where available and appropriate, such as via Airbnb;

c) Applicants should choose the cheapest travel options, such as, the lowest cost airline, train fare instead of airfare, where viable, and budget actual gas costs rather than standard mileage rates.

Arch Dalrymple III Research Funding

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*Research travel funding,
or purchase of research-
related library materials:*

\$1,500-3,000

*Summer Writing
Fellowships:*

\$ 3,500

Dissertation Defense

Doctoral students must defend their dissertation in front of their entire committee at a time mutually agreed by the student, the advisor and the other committee members. Typically the dissertation defense involves a presentation of the student's research followed by a question period. Students must be continuously enrolled in at least three dissertation hours until they are ready to defend. There are several Graduate School requirements that must be fulfilled in the last stages of dissertation completion. All necessary steps are described in detail at http://www.olemiss.edu/gradschool/graduation_prep.html.

Relevant Forms: GS7 and GS8 (see appendix 4 and 5)

Academic Honesty: Plagiarism

Plagiarism is the stealing of another person's intellectual property and will not be tolerated. Any un-attributed and unquoted use of another person's text, or the close paraphrasing of another person's text, whether published or unpublished, will be considered as plagiarism. A student who is found guilty of plagiarism will be subject to severe sanction, to be determined by the History Department's Graduate Committee, and which may include immediate expulsion from the History Department's MA or PhD program.

Frequently Asked Questions

Where should recommendation letters be sent?

The people recommending you will receive a secure link from the Graduate School where they will be able to upload their letters.

Do you require a specific GRE score or GPA in order to be admitted?

The Department of History does not require a minimum GRE score, though obviously a higher your score does strengthen an applicant's case. The department takes into consideration all portions of the application file and does not apply any specific formula when making its decision. It may be useful to know that in the last few years the average GRE score of accepted applicants has been 160 on the verbal portion, 151 on the quantitative portion and 4.5 in the analytical writing portion. A minimum undergraduate GPA of 3.0, especially in history courses, is required for admission, with few exceptions. As for the average GPA of admitted applicants, it is 3.80.

Should I apply for admission to the MA or PhD program?

If you do not yet have an MA degree you must apply to the MA program. If you already have an MA or higher degree you may apply to the PhD program.

Graduation



Make sure you follow all the graduation guidelines outlined at the Graduate School's website "The End Game - Preparing to Graduate"
http://www.olemiss.edu/gradschool/graduation_prep.html

File Forms GS7 and GS8 on time

What if my MA degree is not in History?

If your MA is not in History, the Graduate Advisory Committee may decide to admit you at the MA level, or may recommend an additional year of coursework to prepare the non-History admitted applicant for the PhD comprehensive exams.

Do you have many non-traditional, older students?

Though the majority of our students are young and come to us directly from undergraduate programs, we also have quite a few more mature students, such as High School teachers or people who have decided to change careers. Non-traditional, older students are not isolated individuals in our program.

What do you prefer to read about in the Statement of Purpose?

We like to gather a good understanding of your educational background, especially in history, of the reasons why you are choosing our MA or PhD program in history, what kind of history you are most interested in, whether you already have a specific research field you would like to specialize on, which professors you would like to work with if you know.

What should the writing sample be?

The History Department allows you to choose any writing sample which, in your view, best represents your writing ability. Typically applicants send us what they consider to be their best undergraduate or graduate history paper.

What is your admissions schedule?

You can apply by October 1 for the following Spring Semester, or by January 5 for the following Fall semester. Typically we receive many more applications in January, and financial support is allocated in March-April for the entire following academic year. If you apply by October 1 you can expect a decision in the first part of November; if you apply by January 5 you can expect a decision by early March.

How do you decide whether to grant support or not?

Once the Graduate Advisory Committee, in consultation with the entire department, has completed its selection process, admitted applicants are ranked on the basis of merit first of all, and departmental needs, roughly keeping a balance among MA and pre-ABD PhD students and among the most popular research areas (generally the US South and the Civil War era). The number of students we can support varies each year, both because of variations in the yearly budget, and because of changing graduation and retention rates.

If I am not offered a Teaching Assistantship immediately upon admission, is it possible to receive support later?

Yes. We evaluate all our students each semester and when funds become available decide whether to grant or increase support on the basis of merit and successful progress.

When will I know my TA assignment?

TA assignments are finalized only immediately before the beginning of the fall and spring semesters. The Department cannot make definitive assignments until undergraduate enrollment has stabilized, which generally happens only immediately before classes are scheduled to begin.

Will I have to teach courses?

None of our graduate students teach their own courses until after they have passed their doctoral comprehensive exams. Typically Teaching Assistants serve as graders and/or discussion leaders -- some 100-level classes meet twice a week for lectures and once a week to discuss readings.

What do I do after I am admitted to the program?

Please let the GPC know as soon as you decide whether to accept our offer or not. As soon as graduate course descriptions are available the History Department will send them to you. You can either wait to register for courses until you come to Oxford, or you can discuss course choices and requirements earlier with the Graduate Program

Coordinator by phone or via e-mail. You cannot register yourself. Your schedule must first be approved by the GPC, and then the department's staff will register you. If you are offered a Teaching Assistantship, when you arrive in Oxford you will have to sign some papers: ask the staff in the History Department's main office, Bishop 310. The Graduate School website also provides information about the steps you must take to enroll and receive your financial support: see http://www.olemiss.edu/gradschool/admitted_now_what.html

Do I need to have health insurance?

Yes, you can find the details at this website: http://www.olemiss.edu/gradschool/student_health_insurance.html

Is it difficult to find housing in Oxford?

There are a lot of apartment complexes in Oxford, most of which have been built in the last decade in response to growing student demand. You can visit these websites concerning housing:

<http://offcampus.housing.olemiss.edu/>

Upon request the GPC can also circulate your housing queries among our current graduate students, both for advice on this issue and for potential home sharing.

Is there a History Graduate Student Organization?

Yes. Contact: President - Amanda Williams: amwilli7@go.olemiss.edu

Communications Director - Will Little: wclittl1@go.olemiss.edu

Outreach Director - Monica Campbell: mcampbe6@go.olemiss.edu

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Program	Name/Purpose	When to file	Goes to
MA/PhD	Graduate Student Evaluation Form Continuous monitoring of student progress	At the end of each semester, all seminars and Independent Study courses	GPC
	TA Evaluation Form Monitoring and improving TA performance	At the end of each semester	GPC
MA	MA 500-level Paper Assessment Form		
	MA Thesis Prospectus Defense Form Faculty members commit to serve on a thesis committee	Ideally by the end of the semester preceding graduation	GPC
	GS7 – Authorization for Final Oral/Written Exam “This communication is used by a Department Chair or GPC to confirm that a student is ready to take the final oral/written examination for the indicated degree, to update the members of the examining committee, to set the date of the examination and to request the Graduate School to inform committee members of the proposed date of the examination.” MA adviser receives another form from the Graduate School.	Two weeks before oral exams or thesis defense	GS
	MA Orals Assessment Form (non-thesis)	After non-thesis MA oral exam	Assessment Committee
	Evaluation of the MA Thesis and Defense	At MA orals with thesis	Assessment Committee
	Thesis Signature Page	At MA orals with thesis	GS
	PhD Comps major/minor fields form Faculty members agree to serve on major/minor committees	At the start of second year in the PhD program	GPC
PhD	GS5 – Authorization to Sit for Exam “This communication is used by a Department Chair /GPC to confirm that a student is ready to sit for comprehensive examinations. The student must be full standing in a doctoral program, must have satisfied all foreign language requirements, if applicable, and must have completed all or nearly all of the program course work requirements for the degree. When a student completes the comprehensive examination, he/she is considered to be admitted to the candidacy.”	Right before taking PhD comps	GS
	GS 5.1 – Admission to Doctorate Degree History Department informs the Graduate School that a student has passed PhD comps. She/he becomes “ABD.”	When a student has passed ALL written and oral portions of PhD comps	GS
	PhD Comprehensive Exams Assessment Form	After each comps field is taken	Assessment Committee
	GS6 – Dissertation Prospectus Procedure “This communication is used by a Department Chair/GPC to confirm that a student is ready to appoint the prospectus committee and defend the prospectus. The committee is comprised of a chair, of which he/she must be a full member of the Graduate Faculty, two additional members of the department and one member, external to the discipline. This form should be submitted 10 days in advance of the scheduled prospectus date. <u>A memo should be sent following the proposal defense informing the Graduate School of the results along with a copy of the approved prospectus.</u> ”	Ten days before prospectus defense date	GS
	Dissertation Fellowship Nominations	Before November 1 in Fall, before April 1 in Spring	Graduate Committee and GS
	Summer Research Fellowship Nominations	Before April 1	Graduate Committee and GS
	GS7 – Authorization for Final Oral/Written Exam “This communication is used by a Department Chair or GPC to confirm that a student is ready to take the final oral/written examination for the indicated degree, to update the members of the examining committee, to set the date of the examination and to request the Graduate School to inform committee members of the proposed date of the examination.” Dissertation adviser receives another form from the Graduate School.	Two weeks before dissertation defense	GS
	Dissertation Signature Page	After PhD dissertation defense	GS

NB: Other forms exist, but only students and/or the GPC, chairperson or Graduate School deal with these:

- GS1 – Update/Change Admission Status or Degree
- GS3 – Request to Accept Transfer Credit from Another Institution
- GS4 – Request to Reserve Graduate Credit by a Senior Undergraduate Student
- GS8 – Application and Instructions to Graduate
- GS10 – Re-admission Application (only if equal to or greater than one (1) regular semester)
- Graduate Student Travel Request Form
- GS11 – ETD Rights, Permission and Contact Form (Mentors may advise students on how to file this form).
- GS9 – Departmental Acknowledgement of a Second Degree Program

Print Form

Form GS5

Authorization to Sit for a Comprehensive Examination

This communication is used by a Department Chair /GPC to confirm that a student is ready to sit for comprehensive examinations. The student must be full standing in a doctoral program, must have satisfied all foreign language requirements, if applicable, and must have completed all or nearly all of the program course work requirements for the degree. When a student completes the comprehensive examination, he/she is considered to be admitted to the candidacy.

Student Name: _____ Student ID#: _____

Degree Sought: _____ Program: _____

Courses remaining to be completed:

- 1. _____
- 2. _____
- 3. _____

Members of the Examining Committee

Chair Name	_____	Title	_____
Name	_____	Title	_____
Name	_____	Title	_____
Name	_____	Title	_____
Name	_____	Title	_____

Proposed Date of Examination: _____

I have examined the academic record of the candidate and I find that the candidate is ready to sit for comprehensive examinations.

Department Chair/GPC Signature

Date

Notes:

- 1. Students with outstanding I grades or a grade point average of less than 3.0 are not eligible to take a comprehensive examination.
- 2. There must be one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.
- 3. The total duration of study for a doctoral degree may not exceed seven years. It is expected that students will have been admitted to candidacy within four years of entry to the doctoral program.
- 4. After admission to candidacy, a student must maintain continuous enrollment requirements. The Graduate Catalog defines continuous enrollment as enrollment in two of the three academic periods (Fall, Spring and Summer) during a 12-month period of time.

Print Form

FORM GS5.1

Report of the Comprehensive Examination Committee/
Admission to Candidacy for the Doctorate Degree

The purpose of this communication is to confirm that a student has passed all portions of the comprehensive examination and is being recommended for admission to candidacy. This form can only be submitted after the Authorization to Sit for Comprehensive Examination has been received.

Student Name _____ UM ID# _____

Degree Sought _____ Program _____

Date of Examination: _____

REPORT OF THE COMMITTEE: (Please check)

The candidate successfully completed all portions of the comprehensive examination, and is being recommended to candidacy for the doctoral degree.

The candidate *did* pass this comprehensive examination, but is not being admitted to candidacy at this time because _____

The candidate *did not* successfully complete the comprehensive examination.

Chair of the Examining Committee

Signature

Date

Notes:

1. When a student successfully completes the comprehensive examination, he/she is considered to be admitted to the candidacy stage.
2. There must be one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.
3. After admission to candidacy, a student must maintain continuous enrollment requirements. The Graduate Catalog defines continuous enrollment as enrollment in two of the three academic periods (Fall, Spring and Summer) during a 12-month period of time.

Form GS6
Dissertation Prospectus Procedure

This communication is used by a Department Chair/GPC to confirm that a student is ready to appoint the prospectus committee and defend the prospectus. The committee is comprised of a chair, of which he/she must be a full member of the Graduate Faculty, two additional members of the department and one member, external to the discipline. This form should be submitted 10 days in advance of the scheduled prospectus date. A memo should be sent following the proposal defense informing the Graduate School of the results along with a copy of the approved prospectus.

Student Name: _____ Student ID#: _____

Department/Area: _____

Tentative
Dissertation Title: _____

Members of the Examining Committee:

Chair Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Name: _____ **Title:** _____

Date Set for Prospectus: _____

NOTE:

IRB Approval, if using human subjects: Prospectuses need to be approved by your committee before submission to Institutional Review Board.

Date of **IACUC** Approval, if using animal subjects: _____

APPROVED _____
Department Chair/GPC Signature Date

Print Form

Form GS7

Authorization of the Final Oral/Written Examination

This communication is used by a Department Chair or GPC to confirm that a student is ready to take the final oral/written examination for the indicated degree, to update the members of the examining committee, to set the date of the examination and to request the Graduate School to inform committee members of the proposed date of the examination.

Student Name: _____ Student ID#: _____

Degree Sought: _____ Program: _____

Master's Non-Thesis Master's Thesis Doctoral Essay Doctoral Dissertation

Title of Project, Thesis, Essay or Dissertation: _____

Members of Examining Committee:

Chair Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

*External Name: _____ Title: _____
(*Doctoral Only)

Date of Examination: _____ Time: _____ Place: _____

I have examined the academic record of the candidate and find that the candidate has fulfilled all other degree requirements.

Department Chair/GPC Signature

Date

Notes:

1. A student must be enrolled during the semester in which he/she takes the final examination. The minimum enrollment is three hours for a Fall or Spring semester and one hour for a Summer semester.
2. Requests to hold a final oral/written examination must be submitted to the Graduate School no later than fourteen (14) days prior to the date of the intended examination.
3. Examinations may not be given during regular University examination periods at the end of each semester or when the University is officially closed.
4. For doctoral students, there must be an intervening semester (or an equivalent calendar period) between the final dissertation examination and completion of both the comprehensive examination and the prospectus defense.

Application for Graduate Degree

Graduation Date: August May December Academic School Year: _____

Student Name: _____ Student ID#: _____

Candidate for degree of: _____ Major: _____

Check One: Thesis Non-Thesis Number of Semesters Enrolled Toward This Degree: _____

DEGREES PREVIOUSLY EARNED

Degree: _____ Institution: _____

Degree: _____ Institution: _____

Degree: _____ Institution: _____

Please be sure that your local and permanent addresses are current as graduation instructions and diplomas will be mailed to them, respectively. To make changes, please log on to Student Online Services to make changes.

Current LOCAL Address: _____

email _____ Phone: _____

For Commencement Program Purposes, please indicate hometown: _____

Signature of Student

Date

Departmental Approval

I have examined the credentials and to the best of my knowledge, the applicant will have completed all requirements for the degree for which application has been made. For Master's Degree only: Courses applied toward the degree (e.g. MATH 525, 526): _____

The student is currently enrolled in: _____

Signature of Department Chair/Graduate Coordinator

Date

NOTE:

Along with this form, applicants must present an unofficial copy of their UM transcript to their department chair. Please submit all materials to the Graduate School. Please get additional transcripts if needed.

Office Use Only:
GPA: _____

Registered: YES
NO

Hours Enrolled: _____