



History Graduate Program Guide

(revised August 2017)

Mission statement

The Department of History and Philosophy is dedicated to providing quality education in History for two graduate degree programs, the MA and the PhD. The graduate program is designed to train students to think historically, to conduct research effectively, and to write lucidly. Students research and write in seminar settings as well as individually under the guidance of each student's graduate committee. The program seeks to expand students' intellectual horizons and expose students to the variety of roles played by historians in academic and public life through seminar discussions, classroom instruction, teaching assistantships, and internships.

The Department offers concentrated training in three particular areas: U.S. history and history of the American West; environmental history; and the history of science, technology, and society. While the degrees offered by the Department are grounded in American history, the faculty is committed to familiarizing students with World history, critical theoretical concerns, the history of women in a multi-cultural context, and to encouraging students to think about the history of the United States in a global context.

Introduction

This handbook provides basic information about the MA and PhD programs, their requirements, expectations, and procedures. Students should familiarize themselves with the information here and keep this guide for future reference. Keep in mind, however, that questions or concerns may arise that are not covered here; students should always speak with the office program coordinator or the Director of Graduate Studies if they encounter a situation not addressed herein.

In addition, there are a number of rules, regulations, and deadlines that are set by the Graduate School. It is the responsibility of the graduate student to follow the policies of the Graduate School. For the latest deadlines, forms, and policy updates, please refer to the Graduate School's website: www.montana.edu/gradschool/.

History Faculty

Susan Cohen, Professor (PhD, Harvard University, 2000). Syro-Palestinian Archaeology; Urbanization in the Ancient World; Archaeology of the Southern Levant; Egypt and the Eastern Mediterranean

Catherine Dunlop, Assistant Professor (PhD, Yale University, 2010). Modern France; Comparative and Transnational Europe; Borderlands; History of Cartography.

Mark Fiege, Wallace Stegner Chair in Western American Studies (PhD, University of Utah, 1994). American West; Environmental History; National Parks and protected areas.

Maggie Greene, Assistant Professor (PhD, University of California, San Diego, 2013). Modern China; Chinese Literature and Cultural Studies; Modern Japan; Pre-modern China.

Robin Hardy, Instructor (PhD, Montana State University, 2016). Modern Europe; Colonialism and Post-Colonialism in Africa.

Amanda Hendrix-Komoto, Assistant Professor (PhD, University of Michigan, 2015). Comparative Frontiers; Religion; and Women's Studies

Timothy LeCain, Professor (PhD, University of Delaware, 1998). Environmental History; History of Science and Technology; Modern U.S.; American West.

Dale Martin, Assistant Teaching Professor (MA History, Washington State University, 1984). U.S.; British history; public history; archeology; railroads.

James Meyer, Associate Professor (PhD, Brown University, 2007). Turkish history/Ottoman Empire; Russian history.

Mary Murphy, Professor (PhD, University of North Carolina, Chapel Hill, 1990). American Women; American West; Labor.

Janet Ore, Assistant Teaching Professor and co-Director of Graduate Studies (PhD, University of Utah, 1993). Public History; Historical Preservation; Architectural History.

Michael Reidy, Michael P. Malone Professor and Director of Graduate Studies (PhD, University of Minnesota, 1999). History of Science; Oceans and Mountains.

Robert W. Rydell, Professor (PhD, UCLA, 1980). 19th-century U.S.; Technology; Intellectual and Cultural; Museums.

Billy G. Smith, Professor (PhD, UCLA, 1981). Early America; Class; Race; Slavery.

Molly Todd, Assistant Professor (PhD, University of Wisconsin, 2007). Latin America; Violence and Human Rights; Social Movements; Displacement and Migration.

Brett L. Walker, Regent's Professor (PhD, University of Oregon, 1997). Japan; East Asian Civilizations; Environmental; Science and Medicine.

Course descriptions

- HIST 500, Seminar (No credits, pass/fail). Required for new GTA's and offered each fall semester.
- HIST 502, Public History and Material Culture (3 cr.). Advanced readings and discussion in the practice of public history, including oral history, historic preservation, and museum studies.
- HIST 503, History of America Before 1860 (3 cr.). **Required**. Topics in the social, cultural, economic, and political history of Early America in the Atlantic World.
- HIST 504, Topics in Environmental History (3 cr.). Advanced readings and discussion in environmental history.
- HIST 505, U.S. History 1860 to Present (3 cr.). **Required**. Graduate research

- and analysis of important issues in recent American history.
- HIST 506, Topics in the History of Science, Technology, and Society (3 cr.). Advanced readings and discussion in the history of science, technology, and society.
- HIST 507, Historical Writing (3 cr.). Advanced seminar in contemporary historiography, historical theory, and narrative style.
- HIST 508, Historical Preservation (3 cr.). Advanced seminar in historical preservation
- HIST 512, Topics in World History (3 cr.). **Required.** Examination of topics of current scholarly concern in history other than that of the United States.
- HIST 513, Topics in Social and Cultural History (3 cr.). Examination of topics of current scholarly concern in social and cultural history.
- HIST 515, The American West (3 cr.). Directed readings and analysis of major problems in the history of the American West.
- HIST 540, Historical Methods (3 cr.). **Required.** Consideration of historical thinking, the uses of evidence, and historical methodology.
- HIST 575, Professional Paper (1-4 cr., may be repeated; not to exceed 6 cr. total). A research or professional paper or project dealing with a topic in the field.
- HIST 589, Graduate Consultation (3 cr.). This course may only be used by students who have completed all of their course work (and thesis, if on a thesis plan) but who need additional faculty time or help.
- HIST 590, Master's Thesis (1-10 cr., may be repeated)
- HIST 591, Special Topics (1-4 cr., may be repeated, not to exceed 12 cr. total). Course for which there is a particular one time need, or given on a trial basis to determine acceptability and demand before requesting a regular course number.
- HIST 592, Individual Problems (1-3 cr., may be repeated, not to exceed 6 cr. total). Directed research and study on an individual basis.
- HIST 598, Internship (2-12 cr.). An individual assignment arranged with an agency, business, or other organization to provide guided experience in the field.
- HIST 689, Doctoral Reading and Research (3-5 cr., maximum 15). For PhD dissertation.
- History 690, Doctoral Thesis (1-10 cr., no maximum).

Up to nine credits of 400-level courses may also be taken for graduate credit with approval of the student's committee.

MA Program

Requirements

- Successful completion of all coursework
- Final dossier
- Thesis or professional paper
- Written and oral examinations

Advising

MA students will work primarily with their committee chair for advising. Before the committee chair has been selected, MA students will be advised by the Director of Graduate Studies.

Coursework

The MA degree requires a total of 30 credit hours. All students must take History 503, History of America Before 1860; History 505, U.S. History 1860 to the Present; History 512, Topics in World History; and History 540, Historical Methods. These courses have been created to serve as the core of each graduate student's program. Students may take up to 9 credits of 400-level courses in history or in related disciplines, such as historical geography. Internships at museums and historical societies may also count for credit.

Students with GTA positions are required to enroll for 6 credits during the semester(s) that they serve as a GTA. New GTA's are required to attend the GTA Seminar (HIST 500) offered by the Department shortly before the start of the fall semester, which is offered pass/fail, no credit. The date of the HIST 500 training will be emailed to all GTAs in August.

Thesis option

Students will complete the required courses, and work closely with their committee chair to develop the thesis. Other committee members should be consulted as well. Ten credits of HIST 590 are required to complete this option; these 10 credits count toward the 30 credit requirement. Students will also sit for comprehensive written and oral exams.

Professional paper option

Students will complete the required courses, write a professional paper (requires 1-6 cr. of HIST 575), and sit for comprehensive written and oral exams.

Professional paper vs. Master's thesis?

Both the professional paper and Master's thesis should be primary-source based. They should also make an original contribution to a field within the historical discipline. In addition, both are held to the same standard, that is, the overall quality of historical research, interpretation, and writing. Professional papers are graded by a student's major professor, and are not submitted to the Graduate School. The Department requires a copy of the professional paper for its library.

The main difference between the professional paper and Master's thesis is the scope of the project. If the research question(s) may be answered in 30-45 pages, then it would be advisable to do a professional paper. It might be worth thinking about the professional paper as a draft of a potentially publishable article. If the research question(s) posed require several significant "chapters" and more extensive development (75 pages or more), then your project might best be framed as a Master's thesis.

Final Dossier

Before the start of their final semester in the program, all MA students will be

required to prepare a dossier that includes:

- A bibliography of all the books and articles they have read over the their time in the program
- Syllabi of all the courses taken
- Papers written during these courses
- Portfolio (teaching, public history, and/or internships)
- A 1-2 page letter from the student summarizing what they have accomplished over the previous three (or more) semesters
- CV or resume

Students must provide a digital copy of this material to all of their committee members before the start of their final semester in the program.

Committee

MA committees must be comprised of three to five faculty members. The chair must be a PhD, tenure-track or tenured professor at Montana State University. The committee must be formed by the end of the second semester of attendance.

In selecting a committee chair, MA students will want to take into account some of the following: a faculty member's intellectual interests and expertise; the relevance of a faculty member's expertise to the student's interests or MA thesis; courses taken with a faculty member; faculty member availability; working relationship with the faculty member. The program recommends that a student have a committee chair by the second semester in the MA program. The Director of Graduate Studies can assist MA students in identifying an appropriate chair. Additional committee members are selected in coordination with the chair.

The chair of the MA committee has two primary responsibilities: 1) to guide the student through his/her coursework and comprehensive exams (and thesis research and writing if applicable); and 2) to preside over the student's written and oral exams (and thesis defense if applicable).

MA students work primarily with their chair to develop clear expectations, processes, and deadlines for the exams and thesis (if applicable). However, the student should also work to keep his/her full committee informed.

The second and third members of a MA committee primarily serve as readers of the thesis or professional paper, and exams. However, second and third committee members may elect to take on a more active role. They are strongly encouraged to provide written comments on draft theses or professional papers.

It is recommended that students arrange a meeting with their entire committee at least once per semester.

“Program of Study” form

Once the committee chair and committee members are set, the student will need to submit a “Program of Study” form to the Graduate School. This form is available on the Graduate School's website. It requires the original signatures of all committee members as well as a listing of the coursework that the committee has approved for the graduate student's degree.

Exams

Written comprehensive exam

MA students will take one written exam that consists of at least two questions. A total of four hours will be allotted for the exams—two hours for each question(s). Students are allowed to take the exam in one sitting; they can also break the exam into two parts and write on one question per day, over two consecutive days. The first question is more historiographical in nature, covering the changing scholarship in the student's main field. The second question may be issued by the student's committee chair or a committee member, as determined by discussion with the committee chair. For the second question, some faculty members write one broad, synthetic question. Others give several, shorter questions. Some may give students a choice of several questions. Again, it is up to the committee and the student to clarify these issues. Students must be registered for three credits the semester that they would like to take their exams.

Students develop a reading list in conjunction with their committees and are also encouraged to ask their committees if there are particular themes, issues, or topics on which they would like the student to focus. The final reading list is determined by the committee chair.

All MA students will take the exam during a two day period in the latter part of each semester. All students must take the first exam question at the same time. The second exam may be taken at any subsequent time during the two-day exam period.

Once the student has completed the questions, all committee members will be given a PDF of the questions and the exam responses. The committee will grade the written portion of the exam pass/fail by a majority vote. A student may not take the oral exam unless he/she has passed the written exam.

Oral comprehensive exam (and thesis defense if applicable)

The oral exam should be scheduled no more than ten days after the written exam. The student provides a draft of his/her professional paper or Master's thesis to each of his/her committee members **at least fourteen calendar days before his/her oral examination.**

The exam is scheduled for a single two hour block. In general, the first half of the oral exam focuses on coursework, and the written exams, and the second half on the professional paper or thesis. The oral exams often start by following up on the written exams. Any committee member may pose additional questions about the written exams, whether or not he or she issued one of the questions.

Scheduling exams

It is the student's responsibility to schedule both his/her written and oral exams. The student will need to work with his/her committee to find times and dates that will work for everyone. The student should contact the program coordinator to schedule a conference room for the oral exam. The student will need to secure a location for the written exam; frequently the Department Conference Room is available for this purpose.

The Graduate School has very specific guidelines for when exams and theses need to be completed. Students must be very familiar with these regulations. **It is the student's**

responsibility to ensure that his/her exams and thesis are completed by the appropriate deadlines.

Grading the comprehensive exams

The comprehensive examination is graded pass/fail by a majority committee vote. The student officially passes the examination when all concerns and deficiencies have been met and are deemed satisfactory by *all* committee members.

Notice of results of the comprehensive exam

A student's committee is responsible for submitting *written notice* of the results of the comprehensive examination to the student and to The Graduate School no later than one (1) week after the examination is held or after each section is administered. If the written and oral sections are given at separate times, the results of each section must be reported *in writing* to the student and to The Graduate School no later than one (1) week after each section is completed by the student.

Failed exam

A failed examination may be repeated one (1) time. At least two (2) months must elapse before the second examination may take place. Failure to pass a second examination results in termination of graduate study and dismissal from the program. Students who are dismissed from the program due to a failed comprehensive examination are ineligible to reapply.

Invalid exam

All committee members must be present at the comprehensive. Last minute committee changes based on scheduling conflicts must be approved by The Graduate School. It is the student's responsibility to ensure that all committee members are available when scheduling an exam.

Examinations held with only two committee members present will be invalidated.

Doctoral Program

Requirements

All Doctoral students will successfully complete the following:

- All required coursework
- Foreign Language Exam or its equivalent
- Written and Oral Comprehensive Exams
- Dissertation prospectus
- Dissertation
- Defense of Dissertation

Coursework

The PhD in History requires a minimum of 18 course credit hours above the MA degree (effective for students entering the program in Fall 2015) and a minimum of 18 credits of History 690, Doctoral Thesis (for a minimum total of 36 credits). Note that the Graduate School requires that all PhDs complete at least 60 credits of post-baccalaureate credits. All students are suggested to take History 503, History of America Before 1860; History 505, U.S. History 1860 to the Present; History 512, Topics in World History; and History 540, Historical Methods. These courses have

been created to serve as the core of each graduate student's program. Note that the precise credit/course requirement will be determined by the student's doctoral committee Chair in consultation with the student and the other committee members.

All students will declare a Major Field of emphasis and two Minor Fields.

Major Fields are:

- History of Science and Technology
- Environmental History
- U.S. History

Minor Fields are:

- Gender
- Race
- Class
- American West Science and technology
- Environmental History
- Labor and economy
- Religious studies
- Imperialism
- Historical theories and methods
- Comparative frontiers
- Philosophy of science
- Public History
- Museum studies

Public History Option

The Ph.D. program in History offers students the opportunity to obtain an area of concentration in Public History. To obtain the area of concentration, students are expected to take an additional 12 credits that includes the 3 credit History 502: Public History and Material Culture and at least 9 credits of internship, History 598, which can be completed after the student takes his or her comprehensive exams.

Committee

Doctoral committees must be comprised of at least four members. The chair must have a PhD and be a tenure-track or tenured professor at Montana State University. The committee must have a majority of tenure-track or tenured faculty members from MSU.

In selecting a committee chair, Doctoral students will want to take into account some of the following: a faculty member's intellectual interests and expertise; the relevance of a faculty member's expertise to the student's dissertation and interests; courses taken with a faculty member; faculty member availability; working relationship with the faculty member. The program recommends that the student have a committee chair by the third semester in the program. Additional committee members are then selected after discussion between the student and his/her committee chair. Students should consult with the Director of Graduate Studies if they have any questions on selecting a chair and committee members.

The chair of the Doctoral committee has two primary responsibilities: 1) to guide the student through his/her dissertation research and writing; and 2) to preside over the student's written and oral exams and dissertation defense.

Doctoral students work primarily with their chair to develop clear expectations, processes, and deadlines for the dissertation and exams. However, the student should also work to keep his/her full committee informed.

The remaining members of a Doctoral committee primarily serve as readers of the dissertation and exams. However, they may elect to take on a more active role. They are strongly encouraged to provide written comments on draft dissertations.

It is recommended that the student arrange a meeting with their entire committee at least once per semester.

“Program of Study” form

Once the committee chair and committee members are set, the graduate student will need to submit a “Program of Study” form to the Graduate School. This form is available on the Graduate School’s website. This form requires the original signatures of all committee members as well as a listing of the coursework that the committee has approved for the student’s degree.

Exams

Four examinations are required of doctoral students: foreign language exam, written exams, oral exam, and the dissertation defense. The foreign language exam, the written exams, and the oral exam must be completed before students are eligible to enroll in HIST 690, Doctoral Thesis. If a student has completed coursework and is studying for exams, he or she may register for HIST 689, Doctoral Reading and Research.

1) Foreign language exam

All Doctoral students are required to demonstrate reading knowledge of at least one foreign language, as determined by an examination administered in coordination with the Department of Modern Languages and Literatures. Students will work with the graduate program coordinator to identify a faculty member in the Department of Languages and Literatures who will administer the exam. Students will be expected to translate one scholarly work from a foreign language into English. The foreign language exam requirement must be met before a student can sit for written and oral exams.

2) Written exams

The *Major Field* written exam will be four hours in length and administered by the student’s major advisor and read by the student’s committee. The two *Minor field* written exams will be two hours in length and administered by each of the two other members of the committee. The chair of the student’s committee will issue the question(s) for the major field exam; the chair may solicit questions for the major field exam from other committee members as well. The chair generally solicits the minor field questions from the committee, but he/she may also contribute a question.

Students develop a reading list in conjunction with their committees and are also encouraged to ask their committees if there are particular themes, issues, or topics on which they would like the student to focus. The final reading list is determined by the committee chair.

Some faculty members write one broad, synthetic question. Others give several,

shorter questions. Some may give students a choice of several questions. Again, it is up to the committee and the student to clarify these issues.

Once the student has completed the written exams, all committee members will be given a PDF of the questions and the exam responses. The committee will grade the written portion of the exam pass/fail by a majority vote. A student may not take the oral exam unless he/she has passed the written exams.

3) Oral comprehensive exam

The student should schedule the oral exam **no more than ten days** after the written exams. The oral exam is scheduled for a two-hour block and will focus on coursework, the major and minor written exams, and a defense of the student's dissertation prospectus. Please note that it is the student's responsibility to ensure that his/her committee has the dissertation prospectus well in advance of the oral exam. The student will need to work with the committee to see what the members will require.

The first hour of the oral exam will be a follow up on the written exams. Any committee member may pose additional questions about the written exams. The second hour of the exam will be a defense of the student's dissertation prospectus.

Once the student has passed the foreign language, written, and oral examinations, he/she can begin enrolling in HIST 690, Doctoral Thesis.

4) Dissertation defense

Students will need to be enrolled in three credits the semester they defend. The defense will be two hours in length. The first hour will be a public presentation, and the second hour will be open to just the student and his/her committee members. The student will need to have all appropriate forms signed by the committee members at the time of the exam. The committee may recommend rewrites and edits to the dissertation. It is the student's responsibility to ensure that he/she will have enough time to complete any rewrites before the Graduate School's published deadline. Furthermore, the Graduate School has very specific requirements concerning formatting. The student will need to contact the Graduate School's formatting advisor to be sure that he/she is following the requirements.

Scheduling exams and dissertation defense

It is the student's responsibility to schedule both his/her written and oral exams and dissertation defense. The student will need to work with his/her committee to find times and dates that will work for everyone. The student should contact the program coordinator to schedule a conference room for the oral exam and the dissertation defense. The student will need to secure a location for the written exams. Frequently the Department Committee Room is available for this purpose, though a larger room may be necessary if the student anticipates a fair number of public attendees during the first half of the defense.

The Graduate School has very specific guidelines for when exams and dissertations need to be completed. Please be very familiar with these regulations. It is the student's responsibility to ensure that his/her exams and dissertation defense are completed by the appropriate deadlines.

Grading the comprehensive exams

The comprehensive examinations are graded pass/fail by a majority committee vote. The student officially passes the examination when all concerns and deficiencies have been met and are deemed satisfactory by *all* committee members.

Notice of results of the comprehensive exam

A student's committee is responsible for submitting *written notice* of the results of the comprehensive examination to the student and to The Graduate School no later than one (1) week after the examination is held or after each section is administered. If the written and oral sections are given at separate times, the results of each section must be reported *in writing* to the student and to The Graduate School no later than one (1) week after each section is completed by the student.

Failed exam

A failed examination may be repeated one (1) time. At least two (2) months must elapse before the second examination may take place. Failure to pass a second examination results in termination of graduate study and dismissal from the program. Students who are dismissed from the program due to a failed comprehensive examination are ineligible to reapply.

Invalid exam

All committee members must be present at the comprehensive. Last minute committee changes based on scheduling conflicts must be approved by The Graduate School. It is the student's responsibility to ensure that all committee members are available when scheduling an exam.

Examinations held with only two committee members present will be invalidated.

Requirements for Doctoral Students Entering With Only the BA

Students accepted for doctoral study who are entering the program with a BA only will:

- Complete no less than 60 post-baccalaureate credits; of these 60 total credits, the student must take:
 - a minimum of 27 credits of course work; any additional course work credits above these minimum 27 credits will be determined by the student's chair and committee
 - 18-28 credits of dissertation credits
- Foreign language exam
- Pass a written and oral comprehensive PhD exam (which will count as **both** an MA and PhD exam) and defend a dissertation prospectus, typically in their fifth semester or sixth semester, at which point the student may apply to the Graduate School for their MA degree
- Complete and successfully defend their dissertation

Conversion from the Terminal MA to the PhD

If a student pursuing a terminal MA decides they wish instead to pursue the PhD, they can apply for admission to the PhD program no later than the sixth week of their fourth and final semester and prior to taking their written and oral exams. If the student is subsequently

accepted into the doctoral program, they will not take their MA exams or defend their thesis/paper at that time, but will instead begin preparation to take their doctoral written and oral exams, typically before the end of the next year (their third year) in the program.

Time Limit

Full time doctoral students on the combined MA/PhD track will be expected to complete all degree requirements within six years from the start of course work in the doctoral program. (Exceptions may be made for part-time doctoral students at the discretion of the department.) Students who are unable to complete their degrees within this six-year period may, with the endorsement of their committee chair and the Director of Graduate Studies, petition the department's Graduate Committee for a one-year extension. This six-year rule is applicable regardless of when the student passed their comprehensive oral and written exams.

Department and University

Financial support

The primary form of financial support available through the Department is the Graduate Teaching Assistantship (GTA), which is awarded on a competitive basis. There are sometimes other opportunities available for financial support, such as grading, research assistantships with individual faculty members, and tutoring positions. Graduate students should be aware that University regulations generally prohibit them from being employed by the University more than 20 hours per week.

Teaching assistantships

Teaching assistantships are awarded on merit and are determined by the faculty as a whole. Interested graduate students should apply for a teaching assistantship by responding to the call for GTA positions sent out each semester. All teaching assistants are required to attend the orientation offered by the Graduate School and to take the HIST 500 Department GTA training which is typically provided during the week before the start of Fall semester courses. Graduate Teaching Assistants (GTA's) are expected to work 20 hours per week at their teaching assignments.

GTA's work closely with their assigned instructor throughout the term of their assistantship. Assigned instructors will evaluate teaching assistants each semester.

Research assistantships

Graduate Research Assistantships are occasionally available to students. GRA's are assigned projects by their supervising faculty, with specific duties and hours specified in their contracts.

Graduate student travel

Subject to available funding, travel support for students to present at conferences will be awarded each semester, on a competitive basis, by the College of Letters & Science and by the Department of History and Philosophy.

Community

Not all learning is done in a classroom. Part of being a graduate student requires participating in the intellectual environment of the department and university. Many venues now exist where this intellectual environment is fostered.

History Graduate Student Association (HGSA)

History graduate students founded the HGSA, which hosts many of the events described below as well as a history blog, written by students in the department. Check it out at <https://historymsu.wordpress.com/>)

Graduate student colloquium

Hosted by the HGSA, the colloquium gives graduate students the opportunity to present their work to colleagues and faculty in the department. These informal sessions are excellent preparation for conference presentations and for oral exams. Participation is strongly encouraged.

History Inside Out

The History Inside Out lecture series is an opportunity for students to meet with professionals who have achieved success outside of the university world. The goal is to encourage graduate students to consider the many career options in the broader public and private sector. Students are expected to attend these occasional presentations unless they have a compelling reason they cannot.

Rough Cut Series

the Graduate Student Association also hosts a faculty Rough Cut series. During Rough Cuts, professors have a chance to share their ongoing research and findings with the department.

First Fridays

On the first Friday of each month, faculty and graduate students will meet informally at Bridger Brewery at 4:30 pm, to participate in the ancient tradition of mixing intellectual discussions with refreshing refreshments.

Michael P. Malone student center

This room, across from the main office, is available as a meeting space for you, as well as a space to administer make-up exams. Check with the office before using this space for a meeting or make-up exam.

Computers

The Department has four computers available for student use. One is located in the GTA carrels and there are three computers in the Malone Student Center. All have internet access.

Projectors, laptops

The Department has laptop computers and LCD projectors available for presentations and lectures related to your teaching and scholarly work. Sign-up sheets are located in the supply room.

Mailboxes and e-mail

GTA's will be assigned a mailbox, located in the main office, 2-155 Wilson Hall. Graduate students who are not GTA's will be notified of department or graduate program news by email. **It is important that students check both their mailboxes and email accounts regularly.**

GTA carrels

The carrels provide GTA's with a semi-private workspace, complete with desks, chairs, and enclosed shelves. Please treat these items and this space with care and respect. Also please be considerate of the rights and privacy of others assigned to the room.

Photocopying

GTA's may make photocopies related to their teaching duties. Please ask one of the office staff to show you how to use the copy machine. *You are required to make your own copies.* At high volume times, the work of the office staff takes priority.

Office supplies

GTA's may help themselves to office supplies needed for their teaching duties. These are kept in the supply room, which is located inside the main office. If you take the last of an item, let one of the office staff know.