

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: the history of science, technology, and society; environmental history; and the history of the United States of America. 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.

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Schedule of Events & Deadlines

2008 Fall Semester

August 29	Division of Graduate Education Orientation – 339 Leon Johnson Hall – 9:00 to Noon 1:00 to 5:00 P.M REQUIRED for new GTAs
August 29	History Department Graduate Student Welcome Party To be held at Michael Reidy's, 221 South 10 th , Bozeman 5:30 – 7:30 P.M. ish – <i>Families Welcome</i>
September 1	Labor Day holiday (no classes; offices closed)
September 2	Classes Begin
September 17	DGE New Graduate Student Welcome Dinner
September 22	Last day for graduate students to file “Application for Advanced Degree” for Fall 2008
November 4	Election Day (no classes; offices closed)
November 11	Veteran's Day holiday (no classes; offices closed)
November 13-14	Written Exams for Fall MA candidates
November 14	Applications for Spring 2009 GTA positions due
November 27-28	Thanksgiving Day holiday (no classes; office closed)
December 1	Last day for MA and PhD comprehensive exams for students intending to graduate Fall 2008 Last day for approval of thesis, dissertation, or professional paper (if submitted to library) by Graduate Vice Provost, for students intending to graduate Fall 2008
December 5	History and Philosophy Christmas Party – Beall Park Center <i>Invitations will be distributed in graduate classes.</i>
December 12	Last day of classes
December 15-19	Final examinations
December 19	Fall semester ends

2009 Spring Semester

January TBA	Division of Graduate Education Teaching Assistant Orientation, TBA, REQUIRED for all new GTAs
January 14	Classes Begin
January 19	Martin Luther King holiday (no classes; offices closed)
January TBA	New Graduate Student Welcome Dinner
February 5	Last day for graduate students to file "Application for Advanced Degree" for Spring 2008
February 16	President's Day holiday (no classes; offices closed)
March 14	Applications for Fall 2009 GTA positions due
March 16-20	Spring break (no classes; offices open)
March 26-27	Written Exams for Spring MA candidates
April 10	University Day (no classes; offices open)
April 20	Last day for MA and PhD comprehensive exams for students intending to graduate Spring 2008 Last day for approval of thesis, dissertation, or professional paper (if submitted to library) by Graduate Vice Provost, for students intending to graduate Spring 2008
May 1	Last day of classes
May 4 - 8	Final examinations
May 8	Spring semester ends
May 9	Commencement

Introduction to Programs

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 Handbook for future reference. Keep in mind, however, that questions or concerns may arise that are not covered here; students should always speak with the Program Coordinator, Director of Graduate Studies, or the Department Chair if they encounter a situation not addressed here.

The History Graduate Committee is made up of the Director of Graduate Studies, Prof. Michael Reidy, three committee members: Prof. Tim LeCain, Prof. Lynda Sexson, Prof. Yanna Yannakakis, and Diane Cattrell, Program Coordinator. The Graduate Committee reviews the academic procedures and policies, recommends changes to the faculty and reviews and selects candidates for admittance. The Program Coordinator implements the decisions and activities of the graduate committee, assists graduate students with required program paperwork, and organizes the program as a whole.

There are a number of rules, regulations, and deadlines with which graduate students must become familiar. Regulations in this handbook are in compliance with the University Division of Graduate Education Policies and must be followed to maintain good standing in the program. For the latest deadlines, forms, and policy updates, please refer to their website: <http://www.montana.edu/wwwdg/catalog.shtml>. There may be extenuating circumstances that justify modification of these regulations. If a student feels that special consideration should be given to his or her situation, the student should see the Program Coordinator or Director, who will recommend the appropriate procedure. In most cases, a student will petition the Graduate Committee, whose members will review the petition and inform the student of their decision.

Duties and Responsibilities of Faculty:

The Department of History and Philosophy has important responsibilities to its graduate students. The Department endeavors to provide students with the best possible training through their course work, seminars, travel support when possible, research experience, and other activities. It has an obligation to keep current in professional areas and to give students the best possible guidance in course selection and other professional issues. The Department is committed to assisting its graduate students in applying for more advanced graduate work, and/or in seeking employment.

The MA student's committee consists of a chair and two additional members; two of the three members must be historians. **The MA student's graduate committee must be formed by the end of the second semester of attendance.** The committee will then meet with the student to advise the student on their research and proposed thesis or professional paper.

The PhD student's committee consists of a chair and a **minimum** of three additional committee members; a representative for a supporting area is allowed. In addition, the

Division of Graduate Education assigns a graduate representative to each doctoral committee. **The PhD student's graduate committee must be formed by the end of the third semester of attendance.** The committee will meet with its student for an annual review of the student's academic and program progress toward the end of each spring semester.

The Department also has an obligation to notify any student who is not making sufficient progress in his or her academic program. If that happens, the Department will notify the student at the earliest possible time, and when circumstances warrant, will work with the student to correct the problem or improve the situation.

Duties and Responsibilities of Graduate Students

Every history graduate student is expected to meet all the requirements set forth in the graduate catalog and all other requirements specified by the Department. These requirements are subject to change; graduate students will be notified of modifications in Departmental rules and procedures, usually by a notice in the student's mailbox or via email. In order to ensure timely communication, all students are required to notify the Department of changes in address, both residential and e-mail, and telephone numbers.

We invite you, as graduate students, to become active members of our academic community. Graduate students are expected to attend their classes and to participate in Departmental functions. Graduate students are highly encouraged to form their own academic community as well; the interaction and discussion that is fostered through such associations enhances the quality of graduate education for both individuals and the program.

Graduate Mentor Program

The new Graduate Student Mentoring Program is designed to help the new graduate student (either MA or PhD) smoothly begin their careers in the History Program at Montana State University, particularly during the first semester. The Mentoring Program will be administered entirely by current graduate students, fostering a welcoming atmosphere to those who are new to the University, new to the department, or simply new to graduate school.

Every new graduate student will be assigned a mentor for his or her first year in the graduate program. The mentor's job is to answer questions the new graduate student may have about the History Department or Program and the faculty. All mentors will have spent at least two (2) complete semesters in the graduate program. This will insure a good working knowledge of the department, program, and at least some of the faculty.

A PhD student coordinates the New Graduate Student Mentoring Program. This same student serves as the mentor for one (1) new PhD student. Any remaining new PhD students are assigned to other PhD mentors. It is assumed that all new PhD students are already well-acquainted with the graduate school experience, thus their questions will primarily concern

departmental and program issues. PhD students who have passed the comprehensive exams are exempt from mentoring assignments.

New MA students have either MA or PhD mentors. New MA students who currently hold another graduate degree may be assigned PhD mentors. MA students entering the program in January may have one mentor during their first semester and another during their second. This will be adjusted as needed.

Mentor Responsibilities:

Mentoring duties are for one academic year, or for mentors of new MA students entering the program in January, for one semester. Mentors will:

- Contact his or her assigned graduate student via email as soon as possible after they have been accepted. Ask if the new student has any initial questions about the History Program. Remind the student that he or she can contact the mentor any time with questions.
- Meet face-to-face with their assigned new graduate student by the second week of classes. Ask if the new student has attended each class once and met the faculty. Again, ask if the student has questions about the History Program. Remind the student that he or she can contact the mentor any time with questions.
- If the new graduate student has not contacted the mentor after the second week of classes, the mentor will contact the new student midway through the semester to remind the student that he or she can contact the mentor any time with questions.
- In the new graduate student's second semester, fewer questions are likely to arise. However, if the new graduate student does not contact the mentor, the mentor will contact the new student three weeks into the semester.

If there is conflict between a new student and the assigned mentor, this should be brought to the attention of the Mentoring Program Coordinator. In the case of the Coordinator's own assigned student, the student should seek out another graduate mentor to discuss the situation. If necessary, mentoring assignments will be adjusted.

The New Graduate Student Mentoring Program will begin in the Fall 2008 semester.

Paul Sivitz will serve as the Mentoring Program Coordinator for the 2008-2009 and 2009-2010 academic years. The Coordinator for the following academic year will be selected in March or April.

The Email address is gradmentorprogram@montana.edu .

Graduate 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 submitting a letter of interest to Diane Cattrell, Program Coordinator, by the deadline established each semester. See Diane in the History and Philosophy Office for more details.

All teaching assistants are required to attend the orientation offered by the Division of Graduate Education and the training sessions provided by the Department.

Graduate Teaching Assistants (GTAs) are expected to work 20 hours per week at their teaching assignments. GTAs work closely with their assigned instructor throughout the term of their assistantship. Assigned instructors will evaluate teaching assistants each semester. If you have additional MSU employment opportunities while working as a GTA, it is imperative that you check with Diane Cattrell prior to beginning the assignment. The Division of Graduate Education has restrictions on the number of hours graduate students are allowed to work; it is in your best interest to learn the policies and provide the required paperwork by the Payroll deadline if you are to be paid for the extra assignment.

Graduate Student Presentations

Graduate students will have the opportunity to read and discuss a portion of a paper or their work at a presentation hosted by the Department. These informal sessions are excellent preparation for conference paper presentations and for your oral exam. You will receive valuable feedback from your colleagues on your work in progress. These dates will be set by the Graduate Program Committee each semester and participation is strongly encouraged.

Graduate Student Travel

Graduate travel support will be awarded, subject to available funding, through the College of Letters and Science. The College of Letters and Science will offer funds based on a competitive selection process to travel to conferences, archives, and other research sites. Announcements will be distributed through email.

Introduction to Department

The Department staff members are often your most immediately accessible and knowledgeable resources regarding Departmental and University policies and procedures. We enjoy helping you but please understand this is a very busy office environment, so advanced planning on your part is greatly appreciated.

HISTORY ADMINISTRATIVE STAFF:

Diane Cattrell – Assistant to the Department Chair
Graduate Program Coordinator dscattrell@montana.edu
Deidre Manry – Administrative Associate II dmanry@montana.edu

COMPUTER SUPPORT:

Gary Bummer gary@montana.edu Phone # 6400
The Department communicates information via electronic mail. It is important that you apply for a computer account and set up email services. Contact the Information Technology Help Desk (1777) for information regarding computer account set-up; contact Gary with technical support problems specific to Wilson Hall, such as printer problems or internet access. Please give Diane and Deidre your email address as soon as it is activated.

COMPUTERS:

The Department has two computers available for graduate student use. One is located in the graduate carrels and the other is in the copy room across from the office. Both have internet access. Students must familiarize themselves with University policy governing the use of MSU computers.

LDC PROJECTORS, LAPTOPS, DVD/VCR:

The Department has two DVD/VCR players, one laptop computer, and three LCD projectors available for presentations and lectures related to your teaching and scholarly work. Sign-up sheets are located in the supply room. As additional teaching aids, we have three overhead projectors, slide projectors, a slide collection, and a map library available for your use.

OFFICE MAILBOXES:

Each graduate teaching assistant will be assigned a mailbox, located in the main office, 2-155 Wilson Hall. Graduate students who are not GTAs will be notified by email; therefore it is important that students check both their mailboxes and email accounts regularly.

GRADUATE CARRELS:

The carrels provide all GTAs with a quasi-private workspace, complete with desks, enclosed shelves, chairs, and wastebaskets. Please treat these items and this space with care and respect, as they must be used for many years to come. Also please be considerate of the rights and privacy of others assigned to the

room. Be aware of potential security problems and always lock the room when you leave.

There is a phone (#7322) located at the east end of the room. Long distance calls are not allowed on this phone.

BURLINGAME CONFERENCE ROOM:

The Department conference room is accessible from the main office. It is used for faculty meetings, seminars, and comprehensive and oral exams. At times, it is used by our undergraduates for make-up exams and may be available for you to meet with students. Please see Diane to request use of this room. If you do use the conference room, it is your responsibility to see that the white board and tables are left clean and that the lights are off when you leave.

DEPARTMENT LIBRARY:

A small collection of American History texts is located in the copy room and is available for your research. Please use the Department's on-line check out system <http://cls.wilson.montana.edu/db/history/library/index.php> to sign out any books you remove from the room. The library area is also available as a meeting space for you and your students, provided the room is not being used for testing during that time. Check with the office before using this space for a meeting.

PHOTOCOPIES:

Photocopies related to your teaching duties are free. You need your instructor's code for the copy machine to make course copies; see Diane for this number. Copies will be made for you by the office staff, provided you fill out a copy request slip and give us at least 1/2 day advance notice. Please Note:

- At high volume times, the work of the office staff takes priority.
- When making 25 or more copies of a single page, we use the risograph rather than the copy machine. Please let us make these copies for you, or ask for instructions if you are unfamiliar with the risograph.
- If you have any questions about the copier and risograph machines, ask for help. PLEASE DO NOT RANDOMLY PUSH BUTTONS.
- Your students are NOT allowed to use our machines. Please do not send students to make copies. For economic and work load reasons, we do NOT provide this service.

OFFICE SUPPLIES:

Supplies are kept in the Supply Room, which is located inside the main office. You may help yourself to items needed for your teaching duties. If you take the last of an item, or need something we don't normally stock, write it down on the pad hanging on the clipboard.



**A Primer On The Master's Program For Graduate Students And Committee Members:
If You Read Nothing Else, Read This!!**

First year of program

Coursework

Review the Class Schedule listed online through the Registrar's office. It lists classes scheduled during current and future semesters. Please note, however, that changes to the intended schedule are often necessary. The best thing to do in planning your program is to meet with our Director of Graduate Studies before registering for classes.

A full-time course load for graduate students is between 9 and 10 credits. Students with GTA positions often take two courses during the semester(s) that they serve as a GTA. New GTAs are required to take the TA Seminar (Hist 500) offered by the Department during the fall semester.

During the fall semester, students should enroll in graduate and/or 400-level classes of interest (or potential interest) to you. Graduate students may take 400-level courses for graduate credit, but should receive the instructor's permission and meet with the instructor regarding any additional requirements, changes in expectations, etc. Twenty credits of your program must be at the 500 level, so take 400 level courses judiciously.

During the spring semester, take more graduate and/or 400-level classes of interest (or potential interest).

New Policy - In-state tuition issues

The Division of Graduate Education has established a new policy regarding fee waivers. The details are listed below. This policy went into effect Summer Session, 2008.

Domestic/Nonresident GTAs

First year (first year at MSU enrolled in a degree-seeking masters or doctoral program) domestic nonresident graduate students appointed as a full time (20 hours per week) GTA must enroll in 6 graduate credits per semester. These students will be expected to gain Montana residency after 1 year of attendance at MSU.

Montana Resident GTAs

Montana resident graduate students enrolled in a degree-seeking masters or doctoral program and appointed as a full time (20 hours per week) GTA must enroll in a minimum of 6 graduate credits per semester and will receive a resident tuition waiver for 6-9 graduate credits per semester.

International GTAs

International graduate students enrolled in a degree-seeking masters or doctoral program and appointed as a full time (20 hours per week) GTA must enroll in a minimum of 6 graduate credits per semester and will receive a nonresident tuition and resident tuition waiver for 6-9 credits per semester.

Domestic/Nonresident GRAs (Graduate Research Assistant)

First year (first year at MSU enrolled in a degree-seeking masters or doctoral program) domestic nonresident graduate students appointed as a full time (20 hours per week) GTA must enroll in 6 graduate credits per semester and will receive a nonresident tuition waiver for 6 credits per semester. These students will be expected to gain Montana residency after one year of attendance at MSU.

International GRAs

International graduate students enrolled in a degree-seeking masters or doctoral program and appointed as a full time (20 hours per week) GRA must enroll in a minimum of 6 graduate credits per semester and will receive a nonresident tuition and resident tuition waiver for 6-9 credits per semester.

Master's committee

The chair of the Master's committee has two primary responsibilities: 1) to guide the student through her professional paper or Master's thesis; and 2) to preside over the student's oral examination in addition to writing one of the two written examinations. It is recommended that the Master's student and her chair develop clear expectations, processes, and deadlines for the professional paper or thesis.

The second and third members of the Master's committee are primarily readers of the professional paper or thesis. In general, they read the penultimate, "ready-to-defend" draft of the paper or thesis before the student's oral examination. They are strongly encouraged to provide written comments on that draft, which are given to the student after the exam. In addition, one of the committee members writes the second of written examinations.

How should a student select her committee? She probably wants 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 professional paper or Master's thesis; courses taken with a faculty member; faculty member availability; working relationship with the faculty member. The Department recommends that a student approach a potential chair and/or committee member during the **second semester** in the Master's program. Existing commitments – from other graduate advisees to research trips and sabbaticals – may preclude some faculty members from agreeing to serve on a committee or as chair. Because the student works most closely with her chair, she should probably choose a chair based on faculty expertise and a sense of how well you will work with that faculty person.

Once faculty members have agreed to serve on a Master's committee, the student should complete the appropriate paperwork in conjunction with the Director of Graduate Studies before the end of her second semester. Please note: committee members can be changed (added, dropped, and/or a chair and committee member swap places, etc.) even once the paperwork is turned in. Once you have chosen a committee, work with the chair to convene a meeting of your full committee to discuss your research project.

Second year of program

Professional paper versus the Master's thesis?

Both the professional paper and Master's thesis should be primary-source based. They should also make some sort of 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. Under the thesis plan, students must register for a minimum of 10 credits of History 590, defend their thesis in an oral exam, and submit it to the DGE 14 business days before the end of the semester. Procedures are outlined in this Handbook and on the DGE website. Under the professional paper plan, students register for 1-6 credits of History 575, produce a professional paper, which is graded by their major professor and is not submitted to the DGE.

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 logical to do a professional paper. It might be worth thinking about the professional paper as a solid 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.

The Department recommends that each student meet with her complete committee no later than the beginning of the third semester in order to discuss the student's research prospectus and project. The goal of this meeting is to identify ways of improving the conceptualization and execution of the research project as well as trouble-shoot any specific issues.

The Department requires a copy of the professional paper for the Department's library.

Comprehensive exams

Written exams

Each student takes two written examinations. One exam is issued by the student's chair. The second exam is issued by one of the remaining committee members (student's choice.)

All Master's candidates take their written exams on the same days. The Department generally selects two days in mid to late semester (this year, **Nov. 13th & 14th and March 26th & 27th.**) Students can choose whether they want to take both exams on one day or one exam each day.

The exams are largely a matter of negotiation between the faculty member and student. Students are strongly encouraged to give a copy of the syllabus or reading list (HIST 570, etc.) of any course taken with that faculty member to her. They are also encouraged to ask the faculty member if there are particular themes, issues, or topics she would like the student to focus on.

The faculty member writes a question that is given to the student at the beginning of the written exam. Some faculty members write one broad, synthetic question. Others give several, shorter questions. Some may give students a choice among several questions. Again, it is up to the faculty member and student to clarify these issues.

Once the student has completed the question(s), the faculty member grades her response pass/fail. All committee members receive a photocopy of both exam questions and responses, whether or not they issued one of the questions. A student may not take oral exams unless they pass the written examinations.

Oral exams

The University, through the DGE, issues a deadline each semester for completion of the oral examinations. These dates are found at http://www.montana.edu/wwwdg/cat_dates&dead.shtml and All students must complete their exams by that date. In order to insure that our students meet the DGE deadline, the Department requires our students to complete their orals in early to mid November for Fall or early to mid April for Spring graduation.

The oral examinations are scheduled for two hours. In general, the first half of the oral exam focuses on coursework 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 she issued one of the questions.

Scheduling issues

It is the student's responsibility to schedule his or her oral exam: consult with members of your committee for a common two-hour period and then let Diane Cattrell know so that she can reserve the Department conference room. Students should be aware that the second half of each semester is extremely busy. In addition, deadlines are dependent on successfully meeting other deadlines so students (and their committees) are encouraged to think ahead.

In general, key events between mid-semester and the end of term are as follows:

- Written examinations occur on the dates specified by the Department.
- If a student successfully passes her written exams, then she must schedule her oral exam, keeping in mind the University deadline. Students are encouraged to allow for some cushion in case of an emergency. In other words, they are discouraged from scheduling their oral exam at the last possible date.
- After working with her chair over the previous year, the student provides a penultimate draft of her professional paper or Master's thesis to each of her committee members **at least** ten days before her oral examination.
- Oral examinations occur. The student receives written feedback on her professional paper or Master's thesis from the rest of her committee.
- The student meets with her chair within a few days of the oral exam. Together they determine what revisions to the professional paper or Master's thesis can be made given existing time constraints.
- The student revises the penultimate draft, following the agreed-upon expectations.
- The student submits the final paper to her chair.
- The Department chair must sign off on Master's theses before they go to the Division of Graduate Education, so the student and committee chair should plan some time for him or her to review it as well.

When in doubt, please talk to the Director of Graduate Studies or the Program Coordinator.

MA Suggested 2 Year Timeline

1st Fall Semester	Enroll in Hist 500 if interested in TA position; submit letter of interest for GTA position
1st Spring Semester	File Program & Committee Form; meet with full committee to discuss research project
2nd Fall Semester	In September, file for Advanced Degree
2nd Spring Semester	In March, written exams; in April, oral exams & thesis defense
	Specific Dates Set by The Division of Graduate Education



Curriculum

Master of Arts in History

Course Requirements

The MA degree requires a total of 30 credit hours. All students must take History 503, History of America Before 1860 (3 credits); History 505, U.S. History 1860 to the Present (3 credits); History 512, Topics in World History (3 credits); and History 540, Historical Methods (3 credits). These courses have been created to serve as the CORE of each graduate student's program. In addition to the courses listed below, students may also take 400-level courses in history or in related disciplines, such as historical geography. Internships at museums and historical societies may also count for credit. For more information on the allowed distribution of courses, see the University Graduate catalog.

Mastery of Subject Matter

Mastery of the major field will be determined by 1) a thesis or professional research paper; 2) a record of excellence in all courses taken as part of the graduate program; 3) a 4-hour written exam generated by the faculty; and 4) a two-hour final oral examination with the student's graduate committee. The format of thesis work is set by the Division of Graduate Education, which also sets the deadlines for submission. The deadline for submission of professional papers is set by the MA student's committee chair.

Examinations

Written and oral examinations are normally taken during the student's last semester. It is the responsibility of each graduate student to provide the Department with a final copy of her or his professional paper or master's thesis. These may be turned in to Diane Cattrell. Past theses and professional papers are kept in the Burlingame Conference room and may be checked out for perusal.

Doctor of Philosophy Degree in History

Course Requirements

The PhD in History requires a minimum of 25 course credit hours above the MA degree and a minimum of 18 credits of History 690 (Dissertation Writing). 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 Areas*. Major Fields include: a. History of Science and Technology; b. Environmental History; c. U.S. History. Minor Fields include a. gender; b. race; c. class, labor and economy; d. religious studies; e. imperialism; f. historical theories and methodologies; g. comparative frontiers; h. science and technology; i. environmental studies; j. philosophy of science; k. museum studies; l. American west.

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 15 credits that include History 502 (Public History and Material Culture). Students are normally expected to complete at least 9 credits of History 576 (Internship).

Mastery of Subject Matter

Mastery of the major field will be determined by 1) the Dissertation; 2) a record of excellence in all Departmental courses; 3) submission of a “Syllabus Requirement,” in which the student designs and defends a detailed course syllabus in their major field, or the submission of another applied exercise, such as the design (script) of a museum exhibit.

Examinations

There are three examinations required of all doctoral students: written, oral, and dissertation defense. All written examinations must be completed prior to enrolling in History 690 (Doctoral Thesis). If a student has completed coursework and is studying for exams he or she may register for History 689 (Doctoral Reading and Research). Comprehensive exams for the doctoral program consist of the following: 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; minor field written exams will be two hours in length and administered by each of the two other members of the committee. Candidates will also complete a two-hour oral examination with their Graduate Committee, which includes an oral defense of the dissertation proposal. The dissertation defense is held in keeping with Division of Graduate Education Guidelines, **see pages 24 and 25** of this manual.

Foreign Language Requirement

All students are required to demonstrate reading knowledge of at least one foreign language, as determined by an examination administered by the Department. The foreign language requirement must be met before a student can present a dissertation proposal.



Course Descriptions

***Courses 502, 503, 504, 505, 506, 512, 513, 515, and 540 may be repeated, when taught by different professors, not to exceed 6 credits.**

HIST 500 Seminar

Topics offered at the graduate level, which are not covered in regular courses. Students participate in preparing and presenting discussion material.

HIST 502 Public History and Material Culture *(3 credits)

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 credits)

Topics in the social, cultural, economic, and political history of Early America in the Atlantic World.

HIST 504 Topics in Environmental History *(3 credits)

Advanced readings and discussion in environmental history.

HIST 505 U.S. History 1860 to Present *(3 credits)

Graduate research and analysis of important issues in recent American history.

HIST 506 Topics in the History of Science, Technology, and Society *(3 credits)

Advanced readings and discussion in the history of science, technology, and society.

HIST 507 Historical Writing (3 credits)

Advanced seminar in contemporary historiography, historical theory, and narrative style.

HIST 512 Topics in World History *(3 credits)

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 credits)

Examination of topics of current scholarly concern in social and cultural history.

HIST 515 The American West *(3 credits)

Directed readings and analysis of major problems in the history of the American West.

HIST 540 Historical Methods *(3 credits)

Consideration of historical thinking, the uses of evidence and historical methodology.

HIST 570 Individual Problems (1-6 credits, may be repeated - not to exceed 6 credits total)

Directed research and study on an individual basis.

HIST 575 Professional Paper (1- 4 credits, may be repeated – not to exceed 6 credits total)
A research or professional paper or project dealing with a topic in the field. The topic must have been mutually agreed upon by the student and his or her major advisor and graduate committee.

HIST 576 Internship (2 – 12 credits)
An individual assignment arranged with an agency, business or other organization to provide guided experience in the field.

HIST 580 Special Topics (1 – 4 credits)
Course not required in any curriculum 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 589 Graduate Consultation (3 credits)
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 or staff time or help.

HIST 590 Master's Thesis (1 – 10 credits, may be repeated)

HIST 689 Doctoral Reading and Research (3-5 credits, maximum 15; for PhD dissertation)

History 690 Doctoral Thesis (maximum credits unlimited)

400 level courses may also be taken for graduate credit with approval of the student's committee. See the University Course Catalog for individual 400 level course offerings. Students are encouraged to look in other disciplines as well for appropriate courses.



Teaching Assistantships

Teaching assistantships are awarded on a competitive basis each semester. To be considered for a fall teaching assistantship, students must apply to the graduate program by March 14th for MA students and by January 15th for PhD students. Current graduate students and GTAs may indicate their interest by submitting a brief letter (an Email is fine) to Diane Cattrell. The MA GTA stipend amount for 2008/2009 is \$5,000.00 and GTAs receive fee waivers for up to 9 credits per semester. Under typical circumstances, teaching assistants will teach 4, 50 - minute sections of discussion for a history 100-level course. Discussion sections normally have 20 students each.

New GTAs are required to attend the Division of Graduate Education Teaching Orientation session at the beginning of their in-coming semester, or at its first offering. In addition, the Department requires all **new** GTAs to attend the Departmental training sessions, History 500. GTAs are expected to work 20 hours per week on their teaching and tutoring. The balance between teaching responsibilities and study and research is often difficult to maintain. Students who encounter difficulties are encouraged to seek support. The Director of Graduate Studies, Department Chair, graduate course instructors, advanced GTAs, or PhD candidates can all help a student work through almost any time-management or related issue.

The Department tries to insure at least 2 semesters of teaching assistantships for those who are qualified; it cannot, unfortunately, guarantee 2 semesters. Decisions regarding renewal are based on many factors: numbers of applicants into the program; both academic and assistantship performance of current GTAs who are reapplying; numbers of 100-level course offerings for the upcoming semester; and budgetary matters.

Research Assistantships

Graduate Research Assistantships are occasionally available to students. GRAs are expected to work 20 hours per week on assigned projects by their supervising faculty.

Registration Procedures

For entering graduate students, the Division of Graduate Education conducts a Welcome Dinner and Information Fair prior to the beginning of classes each August and January. New students will be informed of the dates in their acceptance letters and by the Division of Graduate Education. **New graduate students are required to attend both the Division of Graduate Education Orientation and the Department Fall Social.** Students should meet with the Director of Graduate Studies prior to this orientation in order to select courses. Registration will take place during orientation.

Returning graduate students should meet with the Director of Graduate Studies, or their committee chair if they have formed their Graduate Committee, in order to select appropriate courses. Graduate students register during the pre-registration periods each fall and spring. The dates of the pre-registration periods are listed in the Schedule of Classes prepared by the Registrar. Students are assigned a Personal Advising Code each semester: an identification

number that allows them to pre-register online. **You must pick up your Personal Data Form (PDF), which has your number, in the office during the registration period.**

Master's students must be continuously enrolled after taking all courses on their program or after passing the comprehensive exam.

Doctoral students must be continuously enrolled after passing any portion of the comprehensive exam. To meet this requirement, students must be enrolled in at least three (3) credits of course work applicable to their degree program each semester (including summer session). If a graduate student is unable to register for the required three (3) credits during any semester (including summer session) after the above requirements have been met, the student may take three semesters of a Leave of Absence. These do not have to be consecutive. Failure to either register for the necessary credits, or to exceed three semesters Leave of Absence, will be understood by the Division of Graduate Education as having withdrawn from the program. Following a semester leave, students must file an Intent to Register Form with the Division of Graduate Education for reentry to the University and program. Reentry to the program is not guaranteed.

Financial Support

The primary form of financial support available through the Department is the teaching assistantship, 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.

Advising

From the time a student begins the program, until he or she forms a Committee, his or her advisor is the Director of Graduate Studies. After beginning to work with a Committee, a student's advisor is normally the Chair of that Committee. Along with the Director, the Graduate Program Coordinator is available as a resource to ensure that all deadlines are met and paperwork is completed.

Having an assigned advisor, particularly before a student forms a Committee, does not preclude seeking advice and support from other members of the Department. The entire faculty wants every student to succeed and having several people to go to with questions is a good idea. Students should remember, however, to keep the Director of Graduate Studies informed about any decisions that may affect their progress toward the degree.

Awards

Each spring semester, the History Department's Scholarship and Awards Committee selects a graduate student holding a teaching assistantship to receive the Outstanding Graduate Teaching Assistantship Award. Department faculty nominate students and the winning student will become eligible for the College of Letters and Science Teaching Assistantship Award. Faculty

members also nominate a graduate student's work for the History Outstanding Graduate Paper Award.

Examination Procedures as Set by the Division of Graduate Education

Master's Degree

The MA requires both a written and an oral exam. These exams ordinarily take place in the semester during which the student expects to graduate.

The student's Graduate Committee administers both written and oral exams. Written exams are four hours, during which time the student writes answers to questions provided by two of the three members of his or her committee. The exam is read and graded by the committee members who wrote the questions. Written exams are graded on a pass/fail basis. Dates for written exams are set by the Department.

Once the student passes the written exam, he or she may schedule the oral exam. Oral exams are two hours. The first part of the exam covers the student's course work; the second part is a defense of the thesis or a discussion of the professional paper.

The dates for submitting a thesis to the Division of Graduate Education and the last date for taking oral exams are set by the Division of Graduate Education for each semester. These dates must be rigidly adhered to.

All course work required for the MA must be completed within six years of entering the program. The student must also defend his or her professional paper or thesis no later than six years after entering the graduate program.

Doctoral Degree

The Comprehensive Examination is the major academic examination during doctoral study that assures the graduate faculty that the student has attained sufficient mastery of his or her program of study, including sufficient knowledge of pertinent literature, methodological issues relevant to the field, training and ability to conduct research with reasonable chance for success in completing the degree.

Written and Oral Comprehensive Requirement

The comprehensive examination must be both written and oral. It is arranged by the staff of the Department and includes questions submitted by the faculty members from all areas of the student's program. The committee reviewing the comprehensive examination should be the committee formally approved by the Graduate Dean.

Minimum Registration To Take The Comprehensive Examination

A student must be registered for a minimum of three (3) credits through the regular registration process during the term in which an examination or defense is taken. Registration through Extended Studies does not fulfill this requirement unless the student is in an approved, entirely distance delivered, graduate degree program.

If a student wishes to sit for the comprehensive exam during the intersession (i.e., the time between semesters), the student must be registered for a minimum of three (3) credits the term prior to the intersession or the term immediately following the intersession.

When To Take The Comprehensive Examination

Two-thirds (2/3) of the course work required for a degree must be completed prior to sitting for the comprehensive exam.

In certain instances, the Graduate Committee and Department Chair may decide that the written and oral sections of the examination should be separated in time by several days. Both components of the exam (written and oral), however, must be completed in the same semester.

The last day to take the comprehensive examination or defend a thesis ***if you plan to graduate during the same semester*** is on or before the fourteenth (14th) business day prior to the end of the semester.

Comprehensive Examination Notice

The time and place of the examination must be announced at least one month before the examination by a written notice, which is posted and delivered to the graduate student.

Reporting The Results of the Comprehensive Examination

The Department Chair is responsible for giving *written* notice of the results of the examination to the student and Dean of the Division of Graduate Education no later than one (1) week after the examination is held or after each section is administered. When the written and oral sections are given at separate times, the results of each section must be reported *in writing* to the student and the Graduate Dean no later than one (1) week after each section is conducted.

Acceptable Age of the Comprehensive Examination

The maximum time allowed between the comprehensive examination for the PhD or Ed.D. and granting that degree is five (5) years.

Failed Examination

If the student fails the examination, at least six (6) months must elapse before the examination may be repeated. Failure to pass a second examination will result in termination of doctoral work and dismissal from the academic program. Students who are suspended from the program are ineligible to reapply to the same degree program.

Invalid Examination

Written examinations not made available to the Graduate Representative or oral examinations held in the absence of the Graduate Representative and Chair(s) will be invalidated and must be rescheduled. The Graduate Representative must be included in the process as an impartial observer to ensure the examination is fair for the student, comprehensive in nature (e.g., includes both breadth and depth), and that it is conducted within the legal guidelines set by the University. If the Graduate Representative is not involved in the examination process, MSU may be in a precarious legal position when a student or a committee member files a complaint about the examination.

ALL committee members approved by the Division of Graduate Education must be present at the comprehensive examination. No last minute committee changes based on scheduling conflicts will be approved by the Division of Graduate Education. **It is the student's responsibility to ensure that all committee members are available when scheduling an exam.**

Dissertation Defense

In order to graduate with the doctoral degree, all students must sit for a defense of their dissertation. The defense usually consists of a public presentation and an oral examination of the candidate's research focus and background; students will be expected to clearly articulate the original contribution of their research to the field. This is the culminating examination of the student's doctoral career and is an assessment of the knowledge, research, and results of the research. In essence, the student is "defending" the product of his or her graduate career.

Notification of the Defense Date

Each member of the examining committee must be given a minimum of one (1) week before the student's final examination to read the draft of the dissertation; the Department strongly encourages students to allow committee members (3) three weeks to read their dissertations. The dissertation defense will be arranged by the Committee Chair and the doctoral candidate, and is given before the final draft of the dissertation is completed. The defense is an oral examination only. Examinations in which any committee member has had insufficient time to prepare should not take place and may need to be rescheduled. The Committee Chair should discourage a student from defending if the chair (or the committee) feels the student is not adequately prepared.

Credit Registration During The Semester of the Defense

A student must be registered through the regular registration process for a minimum of three (3) credits during the term in which the defense is held.

Defense of Dissertation Deadlines

The defense must be taken and passed at least fourteen (14) working days before the end of the term in which graduate work is completed and the student hopes to graduate.

The "Open" and "Closed" Defense

A portion of the defense must be open to the public. This is usually a presentation of the student's research. Following the open portion of the defense, the committee chair will excuse all attendees other than committee members from the room. This begins the closed portion of the defense in which the student's knowledge of the subject matter will be assessed.

Advertising the Dissertation Defense

The student and the Department are responsible for supplying the following information for publication in the College of Graduate Studies "What's New" Bulletin on the Web:

- a) the name of the candidate,
- b) title of the doctoral dissertation,

- c) time and place of defense,
- d) the place where a copy of the dissertation may be obtained for inspection.

The defense date must be advertised at least one (1) week prior to the actual defense date.

Reporting the Defense Results

The Dissertation Defense report must be submitted to the Vice Provost of the Division of Graduate Education, Dr. Carl A. Fox, no later than one (1) week after the examination is held. Failure to submit the report of the defense may invalidate the examination.

Failed Defense of Dissertation

If the student fails the defense, at least six (6) months must elapse before the examination is repeated. Failure to pass a second examination will result in termination of doctoral work and dismissal from the academic program. Students who are dropped from the program are ineligible to reapply to the same degree program at any future time.

Invalid Defense of Dissertation

An examination held in the absence of the Chair(s) and/or the Graduate Representative will be considered invalid and must be rescheduled. The Graduate Representative must be included in the process as an impartial observer to ensure the examination is fair for the student, comprehensive in nature (includes both breadth and depth), and that it is conducted within the legal guidelines set by the University.

It is the student's responsibility to ensure that all committee members are available when scheduling an exam. ALL committee members approved by the Division of Graduate Education *must be present* at the dissertation defense. No last minute committee changes based on scheduling conflicts will be approved by the Division of Graduate Education.

Electronic Theses and Dissertations (ETDs):

The Division of Graduate Education requires electronic submission of all theses and dissertations. Most of these documents will be placed on the internet for worldwide access.

Exceptions to submitting an electronic dissertation or thesis will be considered on an individual basis. At your choice, your work may be viewed freely by anyone on the World Wide Web, restricted to only the MSU campus or a mixed restriction (where parts of your dissertation may not be seen by the World Wide Web or MSU campus because of patent or publishing issues.) To view the choices you have for restricting access, please look at the Certificate of Approval form at www.montana.edu/etd/submit/ETDApprovalform.pdf. The ETD initiative provides you a unique opportunity to learn more about publishing. Please read about publisher issues at www.montana.edu/etd/PublisherIssues.shtml.

Theses and dissertations submitted since the inception of the Electronic Thesis/Dissertation (ETD) initiative are available at www.montana.edu/etd/available.

Complete copies of all MSU dissertations produced since 1996 are available in electronic format from <http://wwwlib.umi.com/cr/montana/main/>.

Download forms (in pdf and MS Word format) through the Graduate Catalog or directly at www.montana.edu/gradstudies/forms.shtml .

The Department requires a hard copy, which we will bind for you, and place in our collection in the Burlingame Conference Room.

Problems and Appeals

Plagiarism

In graduate school, students join a community of scholars whose purpose is the eloquent expression and exchange of ideas with one another; therefore, accurate and honest representation of the ideas is absolutely crucial. Honesty through full documentation of sources used in papers is essential. If a student has any doubts about appropriate documentation and citation procedures, she or he should consult the course instructor. Plagiarism is an extremely serious offense and is grounds for immediate dismissal from the graduate program.

Other Problems

If problems related to courses arise, a student's first step towards resolving them is to discuss the matter with the course instructor. If the matter cannot be resolved at the student-teacher level, the student should discuss the matter with the Director of Graduate Studies, who may consult the Department Graduate Committee or Department Chair.

In some cases, the Director of Graduate Studies and /or Department Chair may refer the issue to the Vice Provost of the Division of Graduate Education, who has the final decision-making power for issues related to graduate study. The Vice Provost may refer the matter to the DGE Graduate Council.



Division of Graduate Education

If you want to know more about the basic rules governing graduate study at Montana State University, the Division of Graduate Education—the DGE—is your ultimate resource. The DGE monitors student progress from the first semester until graduation. Final approval of the major milestones of graduate study, from admission to choice of a Committee Chair to filing your final thesis or dissertation, rests with the DGE. Here you will also find help in strategies for succeeding in graduate school, information on workshops, retention issues, as well as outreach. The Division of Graduate Education’s many areas of support are designed to increase your ability to complete the degree as well as provide help when you have problems that cannot be resolved in the Department.

You are responsible for your degree. This includes processing necessary University, DGE and Department documents on time, seeking your Committee Chair’s counsel and meeting all deadlines. Understand that policies sometimes change. The Division of Graduate Education will do its best to alert you to changes. Read the on-line catalog. Include your email on the DGE Graduate Student list serve. Attend DGE workshops. Seek assistance.

Graduate students interested in subscribing to the email list distributing important information should add or update your email address in “MYINFO” at <https://atlas.montana.edu:9000>.

The Division of Graduate Education is located in Montana Hall, Room 108. Become familiar with the office staff because you will interact with them frequently. Your Graduate Committee Forms and Graduate Program Forms must be filed with this office. The Division of Graduate Education Catalog is available online at <http://www.montana.edu/gradstudies/catalog.shtml> .

DGE’s Most Frequently Asked Questions

**Adapted from the DGE Web Page*

1. How do I establish in-state residency?

In-state admission and fee status is granted to those individuals who have demonstrated over a period of time that their permanent residence is Montana, a state which they have supported through the payment of appropriate taxes. In general, a person must meet six requirements to qualify for in-state status. Please see http://www.montana.edu/wwwdg/cat_res&fees.shtml for a list of these requirements.

Students initially classified as out-of-state, or non-resident students must live and pay taxes in Montana for one year, taking no more than six (6) credits each semester during that year, in order to be able to successfully petition for residency. Students who come to Montana based on the verifiable offer of full time employment may be eligible for residency prior to the standard one-year limit.

2. I took graduate courses at another University. Can I transfer those courses to MSU?

Yes, provided the following conditions are met (in addition to meeting all other course requirements): 1. The courses must have been taken at a regionally accredited 4-year college or University, 2. The student must have been in a degree seeking status at either MSU or the other University at the time the courses were taken, 3. The courses must be considered to be eligible for inclusion on a graduate program at the other University, 4. A grade of "B" or better must have been earned in the course, 5. No "P", "S" or other non-traditional grades are acceptable, and 6. A maximum of 9 credits, including no-degree graduate credits, are allowed to be transferred into a program.

3. I need to / want to take a semester off. What do I have to do?

MSU has a continuous enrollment policy. However, a masters or doctoral student may apply for a leave of absence for a maximum of three (3) semesters (not necessarily consecutive). Students should also make sure their advisor and Department are informed of their plans. Students must understand that the six and ten year limits for completion of Masters and Doctoral degrees respectively are cumulative time from the start of the degree program.

Continuous enrollment as defined below is required of all graduate students in order to encourage students to complete their programs in a timely fashion. Masters students must register for a minimum of three credits each semester (a total of three during the summer sessions) after the completion of the required course work or after the student passes the comprehensive examination, whichever comes first. Doctoral students must register for a minimum of three credits each semester (a total of three during the summer sessions) after passing any part of the comprehensive examination.

4. I want to change my program of study – what do I do?

Submit the change on a "Change of Program Form". Make sure that all rules and regulations concerning the appropriate use and number of courses on a Graduate Program of Study are observed. Courses that have been completed with a grade issued may not be removed from a program of study. A student must repeat any course on the program of study where they earn less than a "C-". Additional information can be found online at <http://www.montana.edu/gradstudies/catalog.shtml>.

5. I want to change my committee – what do I do?

Submit a Graduate Committee Revision Form with the change(s), reason(s) for the change(s), and signatures of those individuals being added or removed.

6. I'm having problems scheduling my comprehensive exam/defense with all of my committee members. Can I change my committee for just the exam?

No. The Division of Graduate Education frowns on any practice where expediency outweighs the quality of a graduate program or graduate student education. The committee that advises a student from the beginning of their graduate career, and which was presumably selected based on the professor's ability to support the student's research, should be the committee that also examines the student. Students should make every effort to schedule committee related events as far in advance as practical to increase their chances of successfully coordinating committee member's schedules in time to satisfy DGE event deadlines.

7. What are the requirements for formatting my thesis/dissertation?

The requirements for formatting thesis and dissertations can be found on the DGE web site at <http://www.montana.edu/etd/styleandcomp.shtml> . The formatting guidelines delineated by DGE supersede all Department and/or discipline formatting guidelines and must be adhered to if the student wishes to have their document accepted by the DGE in partial fulfillment of their degree.

8. I'm ready to take my comprehensive exam (or defense) – what do I do?

The student should make sure that his or her advisor concurs with their level of preparedness. Assuming the Advisor agrees that the student is ready for the comprehensive exam and/or defense, the student needs to schedule the event so that ALL members can be present. For the public presentation portion of a thesis or dissertation defense, the student should ensure that the time and place are announced at least two weeks prior to the presentation. The announcement may be posted and submitted to the Division of Graduate Education for posting in the "What's New" section of their web site.

9. I'm ready to graduate – now what?

Again, concurrence from the major advisor (Committee Chair) is the first step. Then, assuming ALL of the requirements for the degree will be completed during the semester the student wishes to graduate, the student must file an Application for Advanced Degree with the Division of Graduate Education by the following deadlines: Fall Semester - Sept. 20; Spring Semester - February 5; and Summer Semester - June 10.

Most Common Misadvised Issues

1. Not knowing what is required and can (or can not) be used on a program of study.

The Program of Study is intended to allow graduate students the opportunity to map their route to an advanced degree. This document becomes a contract with the DGE that defines what must be completed for the student to receive the degree they are pursuing. The program may be revised and updated to reflect the availability of classes and shifts in academic foci. There are numerous requirements and limitations that the DGE has defined to ensure that each individual adheres to a minimum level of academic achievement.

See http://www.montana.edu/wwwdg/cat_for_masters_stud.shtml for master's student information and http://www.montana.edu/wwwdg/cat_for_doc_stud.shtml for doctoral student information.

2. Not knowing the requirements of a student's committee structure.

For masters students, three (3) to five (5) committee members are required to represent the student's committee. The majority of the members must be from the major Department and be comprised of a majority of MSU faculty. Adjunct faculty, faculty affiliates, faculty of other institutions, and non-academic experts may serve as additional committee members, but may not chair a committee. Off campus and non-faculty appointees must submit a curriculum vitae to the Graduate Dean for approval to be a committee member.

For doctoral students, Departments have the choice of appointing four committee members plus the graduate representative, or five committee members plus the graduate representative to represent the student's major and supporting courses or minor. Three (3) or four (4) must be from the student's major and at least one (1), but not more than two (2), must represent the student's supporting course area or minor field of study. The Graduate Vice Provost appoints the Graduate Representative. Adjunct faculty, faculty affiliates, faculty of other institutions, and non-academic experts may serve as additional committee members, but may not chair a committee. Off campus and non-faculty appointees must submit a curriculum vitae to the Graduate Dean for approval to be a committee member.

See http://www.montana.edu/wwwdg/cat_for_masters_stud.shtml for master's student information and http://www.montana.edu/wwwdg/cat_for_doc_stud.shtml for doctoral student information.

3. Not knowing the deadlines for submitting the Graduate Program of Study & Committee form.

This form should be used as a planning tool for the student and his or her faculty advisor. The Graduate Program of Study & Committee form must be submitted by the end of the second term of study for master's students and by the third term of study for doctoral students. Failure of a student to submit this form on time may result in the student being placed on academic probation for failure to be making satisfactory progress towards a degree.

4. Not knowing the requirements of formatting for theses/dissertations and who is responsible for that formatting.

It is the student's responsibility to see that her or his thesis or dissertation conforms to the requirements set forth in the "Preparation Guide for Thesis, Dissertations and Professional Papers". However, the advisor will be considered negligent if he or she allows a student to submit their work to the Division of Graduate Education with significant formatting errors.

5. Signing an Application for Advanced Degree "too early."

Applications for Advanced Degree, like any other form requiring your signature, should not be signed automatically when presented. Applications for Advanced Degree should only be signed by the faculty advisor when he or she is sure, or has more than a reasonable expectation that the student will in fact complete all of the requirements for the degree (including submission of final copies of the thesis or dissertation to the Division of Graduate Education) by the deadline of the term they are applying to graduate.

6. Not knowing the deadlines each term for submission of Applications for Degree, exams, and final submission of thesis.

The deadlines for submitting the Applications for Advanced degree have been defined as follows: Fall Semester - Sept. 20; Spring Semester - Feb. 5; and Summer Semester - June 10. The last day to take a comprehensive or final exam or submit final copies of a thesis or dissertation is typically two weeks prior to the last class day of the given semester. Students and faculty advisors should check the appropriate dates each semester at http://www.montana.edu/wwwdg/cat_dates&dead.shtml. Failure to meet these deadlines will result in the student having to register for a minimum of three credits the following semester in order to graduate.

7. Not ensuring students are registered for three (3) credits both the term they take exams/defense AND the term they intend to graduate.

Failure to register for a minimum of three credits during these terms will void the events.

- 8. Telling undergraduate students that they can enroll in your graduate level course without understanding the minimum requirements necessary to take part in a graduate course or the petition process students must complete for the Division of Graduate Education.**

Graduate courses are for graduate students. Exceptional undergraduates may be allowed to enroll in graduate courses pending approval of a petition to do so. The petition process is designed to ensure that graduate courses are not degraded in quality by the presence of students unprepared for that level of work.



Division of Graduate Education -- Meet Our Staff

Dr. Carl Fox, Vice Provost

e-mail: carl.fox1@montana.edu

Donna Negaard, Interim Assistant Dean

e-mail: donnan@montana.edu

Responsible for: Student Issues, Problem Resolution, Probation/Suspension, Policies & Procedures, Policy Interpretation, New Graduate Courses and course proposals, University Withdrawals, Faculty Assistance, Graduate Council, Office Management, Drop/Adds, Petitions and 570's
Phone: (406) 994-4147

Laura Collins, Systems Analyst

e-mail: lcollins@montana.edu

Responsible for: Graduate Reporting/Statistics, Computer Support and Training, Research and Implement Software/Hardware Solutions, Web Site Management, Database Management, Document Imaging Management, Electronic Thesis & Dissertation (ETD) Project Coordination, Banner Student Module Team Liaison, Webboard and Listserv Maintenance, Thesis/Dissertation Announcements
Phone: (406) 994-7442

Kristin Gill, Admissions Coordinator, A-K

e-mail: kgill@montana.edu

Responsible for: Application Requirements, Graduate Admission Letters, Application Fees, Application Processing, Residency Requirements, Student Correspondence, GRE & TOEFL Information, Marketing, Communications, Public Relations, Graduate Recruitment
Phone: (406) 994-5561

Kaylee Ranck, Admissions Coordinator, L-Z

e-mail: kranck@montana.edu

Responsible for: Application Requirements, Graduate Admission Letters, Application Fees, Application Processing, Residency Requirements, Student Correspondence, GRE & TOEFL Information, Marketing, Communications, Public Relations, Graduate Recruitment
Phone: (406) 994-4607

Ginny Heimann, Administrative Associate

e-mail: vheimann@montana.edu

Responsible for: Assist Front Desk & Staff Support, Review of Formatting of Thesis and Dissertations, Newsletter, Info Fair Coordinator
Phone: (406) 994-4145

Jen Jencso, Program Coordinator

e-mail: jennifer.jencso@montana.edu

Responsible for: Graduation Requirements, Applications for Advanced Degree, Graduate Committee Review, Appointing Graduate Representatives, Program Review & Approval, Comprehensive Exam & Defense of Thesis Requirements
Phone: (406) 994-6673

Mary Kay West, Administrative Associate

e-mail: mkwest@montana.edu

Responsible for: Phone & Walk-In Inquiries, Schedule Appointments, Assistance with New Student Welcome Dinners, GTA Orientations & Seminars, Process Student Forms & Course Requests, Secretary for Graduate Council, Staff Support
Phone: (406) 994-4125

Ariana Paliobagis, Graduate Writing Tutor

e-mail: ariana.paliobagis@montana.edu

The graduate writing tutor's purpose is to improve the quality of graduate level writing at MSU, either in the form of theses and dissertations or lab reports and term papers. The tutor accepts appointments from all departments and colleges at MSU.
Phone: (406) 994-4112

www.montana.edu/gradwriting

University Policies

Health Services:

Student Health Insurance is mandatory if you register for more than 6 credits; insurance fees will be waived if you show proof of other insurance. When you register for more than 6 credits, your health and dental fees entitle you to use the Student Health Service. Call at 2311 or for information related to Student Insurance at 3199 for details.

Alcohol, Tobacco, Other Drugs Policy:

Please be familiar with these MSU policies. They can be found at the following website – http://www2.montana.edu/policy/security/_report/alcohol_drug_policies.html .

Computer Policy:

The rules governing the use of MSU computers can be found at the following website - http://www2.montana.edu/policy/computing_manual/ .

Equal Opportunity/Affirmative Action Policy:

Montana State University-Bozeman does not discriminate on the basis of race, color, national origin, sex, sexual preference, marital status, age, religion, creed or political belief, mental or physical handicap or disability, or status as a Vietnam era or disabled veteran in admission, access to, or conduct of its educational programs and activities nor in its employment policies and practices.

Montana State University-Bozeman is committed to providing a working environment for all employees and an educational environment for all students that supports and rewards career and academic goals on the basis of ability and work or academic performance. Harassment based on race, color, national origin, religion, sex, gender, sexual orientation, age or disability is a form of discrimination and is prohibited.

The University is committed to a program of affirmative action in the recruitment, hiring, training, and promotion of persons in all classes of employment to help overcome the present effects of past discrimination and prevent underutilization of qualified women and minorities, persons with disabilities, Vietnam era and disabled veterans. In addition, Montana State University-Bozeman assumes particular responsibility for providing opportunities for education and training for the state's Native American peoples in the various disciplines and professions that are characteristic of this land-grant University. The University's Affirmative Action Plan is available in the Human Resources/Affirmative Action Office.

Employees or students who commit or supervisors who knowingly condone or fail to report incidents of discrimination are subject to disciplinary actions when instances of discrimination are identified and confirmed. Knowingly filing false complaints of discrimination or knowingly providing false testimony will likewise result in disciplinary or corrective action when instances of such conduct are identified and confirmed. Retaliation against persons who file complaints or serve as witnesses is also a violation of laws prohibiting discrimination and will lead to appropriate disciplinary action against offenders.

Montana State University-Bozeman affords any student, employee, applicant for employment or admissions, or person who believes he or she was discriminated against by the University, the right to file a grievance on grounds of discrimination. As a condition of their employment

and enrollment, employees and students are expected to cooperate in formal investigations of complaints of discrimination. Failure to cooperate will result in disciplinary action.

Complaints of discrimination, including harassment on the basis of race, color, national origin, sex, gender, sexual orientation, religion, age or disability should be reported to the Human Resources/Affirmative Action Office.



FACULTY

HISTORY

Robert B. Campbell, Assistant Professor, (PhD, Yale University, 2003). U.S. Environmental; 19th Century U.S. History; American Indian History.

David Cherry, Professor, (PhD, University of Ottawa, 1985). Ancient; Comparative Frontiers.

David C. Large, Professor, (PhD, UC - Berkeley, 1973). Modern Europe; Germany; Intellectual.

Timothy LeCain, Assistant Professor, (PhD, University of Delaware, 1998). History of Technology & Environment; Modern U.S.; American West.

Dale Martin, Adjunct Lecturer, (MA History, Washington State University, Pullman, Washington, 1984). U.S.; British history; public history; archeology.

Michelle Maskiell, Associate Professor, (PhD, University of Pennsylvania, 1979). Modern South Asia; Asian Women.

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

Carla Nappi, Assistant Professor, (PhD, Princeton University, 2006). History of Chinese Science and Medicine, Ming and Quing History, Natural History in Early Modern Europe.

Michael Reidy, Associate Professor and Director of Graduate Studies, (PhD, University of Minnesota, 1999). Science; Britain.

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.

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

Yanna P. Yannakakis, Assistant Professor, (PhD University of Pennsylvania, 2003). Latin America.

PHILOSOPHY

James Allard, Professor, (PhD, Princeton University, 1976). History of Philosophy; Nineteenth Century Philosophy; History of Logic.

Prasanta S. Bandyopadhyay, Associate Professor, (PhD, University of Rochester, 1995). Philosophy of science; epistemology; philosophy.

Daniel Flory, Associate Professor, (PhD, University of Minnesota, 1995). Aesthetics; Philosophy and Film; Philosophy and Critical Race Theory.

Kristen Intemann, Assistant Professor, (PhD, University of Washington, 2004). Ethics; Applied Ethics; Philosophy of Science; Feminist Philosophy

Sanford Levy, Associate Professor, (PhD, University of Michigan, 1982). Ethics; biomedical ethics.

RELIGIOUS STUDIES

Susan Cohen, Associate Professor, (PhD Harvard University, 2000). Syro-Palestinian Archaeology; Hebrew Bible; political economy of the ancient Near East.

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