

DOCTOR OF PHILOSOPHY IN PUBLIC HISTORY

GRADUATE STUDENT HANDBOOK

ASSEMBLED BY:

Graduate Program Director and Director of Public History
Department of History
Middle Tennessee State University

Revised and in effect Fall 2018

*THE DEPARTMENTAL POLICIES AND GUIDELINES DESCRIBED IN THIS HANDBOOK SUPPLEMENT UNIVERSITY
POLICIES AND ACADEMIC REGULATIONS, AS ARTICULATED IN THE GRADUATE CATALOG*

TABLE OF CONTENTS

	page
1. Degree Plan	3
a. Public History Field	3
b. History Field	4
c. Interdisciplinary Field	4
d. Transfer Credit	4
2. Foreign Language/Professional Skill Requirement	6
3. Maintaining Satisfactory Progress	7
4. Doctoral Committee / Major Professor	7
5. Qualifying Examinations	8
6. The Professional Residency	9
a. Residency Proposal	9
b. Professional Mentor	10
c. HIST 7991/7992 Professional Residency Colloquium	10
7. Doctoral Portfolio and Reflective Essay	11
8. Dissertation Proposal	12
9. Dissertation	13
10. Graduation Process/Paperwork	14
11. Public History Program Support for Conference Travel and Thesis Research	14
12. Ph.D. Graduate Assistantships	15
13. Distance Learning Policy	15
14. Selected Studies and Advance Projects Policy	15

FORMS AND GUIDELINES: SUBMIT ALL FORMS TO THE HISTORY DEPARTMENT - GRADUATE PROGRAMS EXECUTIVE AIDE

Ph.D. Degree Plan	17
Dissertation Advisory Committee Form	19
Report of Ph.D. Qualifying Examinations	20
Residency Proposal Acceptance Form	21
Report of Doctoral Portfolio Defense	22
Dissertation Proposal Acceptance Form	23
Dissertation Guidelines, Department of History	24
Request for Student Travel Assistance Form	27
Request for Student Travel Reimbursement	28

1. DEGREE PLAN: PH.D PUBLIC HISTORY

The College of Graduate Studies requires Ph.D. students to complete a Degree Plan during their first semester. The Degree Plan lists the courses the student must take in order to graduate. The student develops a Degree Plan in consultation with the Public History Director and their major professor, i.e., the faculty member who will chair the dissertation committee. Changes to the Degree Plan can be made in consultation with the Public History Director at any point prior to graduation. All courses must be taken at the 6000 and 7000 levels; 5000-level courses do not count toward a graduate degree. Students may count no more than 6 hours of Selected Studies (7910 or 7920) toward their degree. Likewise, no more than 6 hours of Advanced Projects in Public History (HIST 7994) may be counted for degree credit. At least two-thirds of a student's coursework must consist of 7000-level courses (i.e., assuming a 60-credit-hour program, a maximum of six (6) courses may be 6000-level courses.)

A copy of the current version of the Degree Plan form is appended to this handbook and available online at <http://mtsu.edu/graduate/forms.php>.

Changes to a Degree Plan require the filing of an amendment. The Degree Plan Revision form is available on the College of Graduate Studies website at <http://mtsu.edu/graduate/forms.php>.

a. Public History Field

Ph.D. students are required to demonstrate mastery of the literature and theory of public history and its constituent disciplines as well as competency in the professional practice of at least one area of specialization. Each student will complete 24-27 hours of 6000- and 7000-level course work in Public History, to include:

- HIST 7510 Seminar: Public History (3 hrs - required)
- HIST 7991/7992 Professional Residency Colloquium (12 hrs - required)
- 9-12 hours of Public History courses, selected in consultation with the Director of Public History and the student's major professor. One of these courses must be HIST 7993 Current Issues in Public History Practice (Maymester).

i. HIST 7510 Seminar: Public History

Doctoral students are required to take the foundational Seminar in Public History, preferably during their first semester in the program. If a student is admitted conditionally to the program, other courses may be required at the discretion of the Ph.D. admissions committee.

Catalog Description: The professional nature of public history, the interpretation of history for diverse audiences, and the application of historical methods in the wider world. Combines reading and discussion, interaction with practicing professionals, and possible experiential learning component.

ii. HIST 7991/7992: Professional Residency Colloquium

Concurrent with completing the Professional Residency (see #6), students participate in a colloquium. HIST 7991 satisfies the University's requirement that Ph.D. students receive at least 6 semester hours of instruction in pedagogy. Students read and discuss a common body of literature designed to examine pedagogical principles and issues in relation to public history practice in a variety of settings. HIST 7992 focuses attention on the scholarly and intellectual content of the doctoral portfolio and the dissertation proposal (see #7 & #8).

iii. HIST 7993: Current Issues in Public History Practice (Maymester)

As part of their 9-12 hours of Public History courses, students must enroll in one section of HIST 7993. Also known as the Maymester Experience, this is an intensive teaching session typically offered in May (summer term). The course normally features a Distinguished Visiting Public Historian who tailors the seminar to his or her practice field, or it is designed around an objective-driven project for which students work with a variety of local and national experts.

b. History Field

In order to practice effectively in any area of public history specialization, graduates of the Ph.D. program must be able to demonstrate solid scholarship in at least one broad field of history. In consultation with the Director of Public History and the student's major professor, the student will define a field chronologically, geographically, or topically. The History Field will consist of 9-15 hours of graduate seminars in History and should be consistent with the student's dissertation topic.

If a student has not taken a graduate-level historical research methods course prior to enrolling in the Ph.D. program, they must take Historical Research Methods (HIST 6020) as part of their 9-15 hours of graduate History seminars.

Students will develop a reading list for the History Field that includes the major scholarly works in this area. The department expects this list to be a substantial compilation of the literature, not bound by books read in history seminars and the secondary literature for the dissertation topic. Every Ph.D. student should begin developing this list in the first semester of enrollment in doctoral studies and consult with their History Field advisor to develop the list and prepare for the qualifying examination.

c. Interdisciplinary Field

It is important that students understand the multidisciplinary aspect of professional practice in public history. Thus, each student will develop a complement of interdisciplinary courses that strengthen their public history specialization. Coursework may be selected from any discipline in which MTSU offers 6000/7000 level coursework. The Interdisciplinary Field will consist of 9-12 hours of coursework.

Ph.D. students with substantial professional experience in Public History practice who intend to pursue an academic career teaching Public History may elect to define a second History Field rather than an Interdisciplinary Field.

d. Transfer Credit

In accordance with university policies and regulations, Ph.D. students may receive up to 12 semester hours of credit following a review of the student's previous academic work during the seven years prior to entering the program. Transfer credit may be awarded for previous academic coursework that has not been used to satisfy requirements for an

earned graduate degree. In certain circumstances, course credit by examination may be awarded based on verifiable products of professional practice. The following procedures and guidelines apply:

A student initiates a formal review process with a letter of request addressed to the Public History Director and copied to the Graduate Director. The letter must document specific equivalencies between previous academic coursework (and, if applicable, professional activities) and the student learning outcomes (SLOs) established by the

History Department for History and Public History graduate courses (6000 and 7000 level). Supporting materials as appropriate must accompany the letter of request. Please consult with the Public History Director before initiating a request for review.

1. The Public History Director coordinates the review of materials presented for examination to determine what professional and/or academic competencies achieved in the seven years prior to entering the program are substantiated. Depending on the MTSU course/s for which the student is seeking credit, faculty members as appropriate will be asked to conduct a formal review comparing the identified competencies with student learning outcomes of specified MTSU courses. Each faculty member conducting an independent review will submit to the Public History Director a written recommendation to award or not award credit for a specific course along with a statement justifying the recommendation. If the recommendation is to award credit, an earned grade must also be specified.
2. The Public History Director compiles the reviews/recommendations submitted by individual faculty members and drafts a cover memo to the Dean of the College of Graduate Studies documenting the review process and the recommendations that are being forwarded for approval. To this cover memo are appended the student's letter of request and the written recommendations/statements of justification submitted by individual faculty members. These documents are then forwarded, in this order, to the Graduate Director, the Chair of the History Department, and the Dean of the College of Liberal Arts for review and approval before being submitted to the College of Graduate Studies. Supporting materials submitted by the student are retained in the History Department until the review process is complete.
3. If the request for transfer credit or credit by examination is approved by the College of Graduate Studies, the student's transcript will show credit for specific courses listed in the current MTSU Graduate Catalog.
4. When the review process is complete, supporting materials will be returned to the student.

2. FOREIGN LANGUAGE/PROFESSIONAL SKILL REQUIREMENT

Before filing a Degree Plan with the College of Graduate Studies, students must elect to satisfy the foreign language/professional skill requirement by choosing one of the following options:

- a. Demonstrate reading proficiency in a foreign language for research purposes by passing the specific proficiency examination administered by the Foreign Languages and Literature Department.
- b. Earn a grade of A or B in GERM 5990, FREN 5990, SPAN 5920, or an approved course designed to develop proficiency in a foreign language for research purposes.
- c. Elect an alternative research or professional skill such as GIS, oral history, quantitative analysis for history, American Sign Language, a specialized area of critical theory, or a professional level of competency in relevant information technology platforms. Students are responsible for finding appropriate courses or an expert willing to train them and test competency. The Public History Director, Graduate Director, and major professor all must approve petitions for alternative research or professional skills.

Regardless of the option selected, a student will demonstrate proficiency in the professional portfolio.

3. MAINTAINING SATISFACTORY PROGRESS

The History Department maintains a “Satisfactory Progress” policy for graduate students.

a. Grade Requirements

Doctoral students are expected to make satisfactory progress toward completing degree requirements. The university defines satisfactory progress as maintaining a minimum grade point average of 3.25 after the initial two semesters of enrollment. Seven semester hours of C grade (C+, C, or C-) coursework may be applied toward a master’s degree, but no grade below C- may be applied toward a degree. All grades are included in calculating the cumulative GPA. Consult the graduate catalog for academic regulations on probation and suspension.

b. Intervention Committee

If a student receives a C+ or lower grade in any course that counts toward the Ph.D., the Graduate Director may create an intervention committee composed of the Graduate Director and the student’s major professor and one other graduate faculty member. This committee will meet with the student, ascertain the reasons for the C+ or lower grade, and determine what remedies need to be taken.

4. DOCTORAL COMMITTEE / MAJOR PROFESSOR

As soon as practicable, students should constitute a Doctoral Committee of four or five members, at least three of which must be tenured or tenure-track members of the History Department faculty. This committee typically functions as the student’s Dissertation Advisory Committee after they have been advanced to candidacy. Students select their committee in consultation with the Public History Director and the Graduate Studies Director. It must include:

- one public history faculty member;
- one history faculty member representing the student’s history field; and
- one member representing the interdisciplinary field.

All members of the doctoral committee must be on the MTSU Graduate Faculty and should hold credentials that are consistent with the student’s degree plan. The student will select one member of the committee to serve as their major professor. However, students may choose to have committee co-chairs. In most cases, the major professor also will chair the Dissertation Committee, but changes can be made. To serve as a dissertation director, a member must be tenured or tenure-track faculty in the History Department and hold full status on the Graduate Faculty. The professional mentor also may be invited to participate in the dissertation process.

When a student has decided upon their Dissertation Advisory Committee, the appropriate form must be filed with the College of Graduate Studies. A copy of the Dissertation Advisory Committee Form is attached to this handbook and available online at <http://mtsu.edu/graduate/forms.php>.

5. QUALIFYING EXAMINATIONS

Qualifying examinations focus on the student's History Field and Interdisciplinary Field and consist of two 4-hour written examinations, followed by an oral examination. These examinations are designed to assess the student's mastery of scholarship in the two fields outside Public History. They must be completed prior to enrolling in the Professional Residency Colloquium. Typically, students defend their Residency Proposal as part of the oral examination.

a. Purpose of PhD Exams

- Examine ability to discuss scholarly literature in the historical and interdisciplinary fields.
- Examine ability to construct and defend a historical argument.
- In the interdisciplinary field, examine the ability to integrate the scholarship of an outside field into public history principles and practice.

b. Written Exams

The qualifying exams consist of two essay examinations. Students will answer questions from the history and interdisciplinary fields. If students take the exam on campus, committee chairs are responsible for scheduling a location for the exams with the Graduate Programs Executive Aide.

1. Exams may be taken on or off campus, at the discretion of the faculty examiners. If the exam is taken on campus students have a total of eight hours to complete both parts of the exam.
2. Exams taken on campus must be proctored by the committee chair, another faculty member, or a testing center supervisor.
3. At the discretion of the faculty examiners, students may be permitted to bring a one-page bibliography into written exams taken on campus.
4. If an exam is taken off campus (a "take home" exam) students have a maximum of 24 hours from receipt of each question to delivery of answer.
5. Students may not be given the questions in advance of the exam and may not use pre-prepared outlines.

c. Oral Exam

Upon successful completion of the written portion of the qualifying examinations, students then proceed to take the oral examination, which is conducted by all members of the doctoral committee. Students also are expected to defend the Residency Proposal at this time, although it is permissible to defend the Residency Proposal separately if all committee members are agreeable.

All committee members are expected to be present in person at oral exams. In the case of extenuating circumstances, participation by video or telephone conference is acceptable. If a committee member cannot be present, the committee chair will contact all committee members and the student to reschedule the oral exam as soon as possible. If the committee members and student prefer, the oral exam can proceed as scheduled with a substitute examiner. Arrangements for a suitable substitute must be made by the committee chair in consultation with the student and the full committee. The Director of Graduate Studies shall be informed of this change.

d. After the exam

All written exams, whether passed or failed, are to be placed in the student's permanent file along with the signed examination report; supporting materials, i.e., one-page bibliography and/or outline, are considered part of the written exam.

e. Failed exams

A student who does not pass a written or oral exam is permitted to retake that exam one time. Students are not permitted to amend a written exam by writing a take-home essay. The retake exam/s must be scheduled sufficiently in advance to allow the student adequate time for preparation.

f. Advancement to Candidacy

Upon successful completion of qualifying examinations and defense of the professional residency proposal (see 6.a), a Ph.D. student is advanced to candidacy.

Copies of the Report of Ph.D. Qualifying Examination and the Ph.D. Residency Proposal Acceptance Form are attached to this handbook.

6. THE PROFESSIONAL RESIDENCY

The residency is at the heart of the doctoral program in Public History. It is designed to assist candidates in melding scholarship and theory with professional practice. Candidates carry out a university-assigned project at a designated residency site and attend colloquium sessions once each month for two consecutive semesters. Candidates currently employed full-time, off campus, in a public history-related job may combine their current employment with the colloquium to meet the residency requirement provided that it is possible to create one or more special projects that will further develop the candidate's professional skills for public history practice. It is expected that a candidate's dissertation will flow from the residency, in topic, practice, and/or professional skills.

a. Residency Proposal

The residency proposal is a formal proposal presented by the student to their Doctoral Committee at the end of 36 hours of coursework and before enrolling in the Professional Residency Colloquium. The proposal is developed in consultation with the candidate's major professor and the proposed partnering institution. A candidate should begin making arrangements in the year prior to their residency. The proposal should:

- i) identify the partnering institution or campus center (The Center for Historic Preservation provides opportunities for residencies, and many off-campus organizations or agencies have partnered with the Department),
- ii) identify the candidate's professional mentor,
- iii) describe the candidate's project plan for the year, including a scope of work agreed upon with the partnering institution,
- iv) describe an assessment plan for evaluating residency outcomes, and
- v) include a letter of agreement signed by the appropriate staff member at the partnering institution.

Typically, the residency proposal is defended in the same session in which a student completes the oral portion of their qualifying examinations.

Candidates currently employed full-time in a public history-related position need not seek alternative employment. Instead, such candidates can develop, in cooperation with their employer, a project plan for the year that will allow him or her to enjoy a qualitatively different experience in the residency year from their normal work year.

A candidate may, upon recommendation of their major professor, complete a teaching residency in the Department of History. The candidate will be assigned to teach courses in Public History and their History Field, under the supervision of appropriate faculty mentors. The candidate also will serve ex-officio on the Public History Committee and participate in departmental faculty meetings in a non-voting capacity.

The residency proposal should include an assessment component. This might include an assessment letter written by the mentor at the end of each semester, addressed to the student's dissertation director, or some other form of assessment designed by the student and mentor, such as a residency journal. The residency proposal should also include a letter of agreement and/or scope of work signed by the student's residency mentor or appropriate staff member at the host institution.

b. Professional Mentor

The professional mentor is an important part of the Public History Ph.D. and should be someone with significant experience in the candidate's chosen practice field. If possible, the candidate is encouraged, but not required, to choose a professional mentor early in their doctoral work. Choosing a mentor at the outset of Ph.D. work will allow the mentor to be involved in all of the steps along the way. Minimally, the candidate must select a professional mentor by the time of the Residency Proposal and must do so in consultation with the student's major professor and potential mentor.

The professional mentor should have professional qualifications or graduate education or certification equivalent to or greater than the skills/competencies required of the resident in their chosen practice field. The purpose of working with a residency mentor is to

(1) facilitate the PhD candidate's development of specific professional competencies and
(2) expand the candidate's professional network. To this end, it is strongly recommended that a dissertation director not serve in a dual capacity as residency mentor. The professional mentor need not be employed by the institution where the candidate is serving their residency. Likewise, the mentor need not hold a doctoral degree, but must have professional qualifications or graduate education or certification equivalent to or greater than the skills/competencies required of the resident in their chosen practice field. The professional mentor is encouraged to participate in the Professional Residency Colloquium and expected to commit to the long-term professional development of the candidate. After presenting appropriate credentials for Graduate Faculty membership, the professional mentor may serve on the Dissertation Committee.

c. HIST 7991/7992 Professional Residency Colloquium

All candidates participating in the residency must enroll in the Professional Residency Colloquium for the duration of their residency. Typically this will mean that candidates are enrolled for 6 hours each semester for two consecutive semesters.

Guidelines for the Residency and the Professional Residency Colloquium

- Residents must attend the monthly colloquium.
- The resident's professional mentor is invited to participate in the colloquium.
- The resident must demonstrate professional competencies in their chosen field of practice.
- The resident must demonstrate theoretical sophistication in their chosen field of practice.
- The resident must work on a project that is potentially compatible with their dissertation (either in skills or in content).
- The resident must develop their doctoral portfolio.
- The resident must demonstrate satisfactory progress on their dissertation proposal.

7. DOCTORAL PORTFOLIO AND REFLECTIVE ESSAY

The doctoral portfolio and reflective essay are the means by which a candidate demonstrates their preparedness to enter professional practice. Both are submitted to the candidate's doctoral committee in lieu of a public history field exam. In conjunction with the portfolio and reflective essay, each candidate also must provide evidence of proficiency in the specific foreign language or specialized research or professional skill that is being used to satisfy doctoral degree requirements.

From the point of matriculation, each student should begin building a portfolio of public history work products that exemplify the full range and depth of their professional development. The portfolio may include work produced prior to entering the program, but the evaluation will focus on work produced in the course of doctoral studies at MTSU and especially during the candidate's residency. Portfolios must be available online. At the end of the residency year, candidates will submit their portfolios to their respective doctoral committees, which will evaluate the contents against professional standards of quality and best practices. Best practices vary in relation to areas of public history practice; thus, candidates are encouraged to consult with their committee members concerning any questions about assessment benchmarks.

Second, during the residency year, as part of HIST 7992, each candidate will write a reflective essay demonstrating that they understand the field of public history and is prepared to contribute to it intellectually. A draft of this essay is the work product of HIST 7992. It should articulate the salient aspects of one's scholarly and professional development in conjunction with doctoral studies as a whole and particularly during the residency experience. For example:

- consider the historiography of public history and the historiography that bears on your particular residency project.
- consider the required and/or recommended readings for the professional residency colloquium, which are selected to focus attention on critical issues of pedagogy and professional practice that apply broadly, in relation to your public history work experience in general and your residency in particular.
- consider the relevance of history in contemporary society in light of your studies and public history practice.

- compare the repertoire of knowledge and professional skills that you possessed prior to undertaking doctoral studies with the repertoire that you will take with you when you complete your degree.
- consider the ways in which your residency pushed you to expand or polish your professional competencies.
- reflect on the institutional context and the interpersonal dynamics of your residency: what did you learn about yourself from this experience and how did you interact with your mentor?

The reflective essay must be at least 20 pages in length (typed, double space, 12 pt. type, 1-inch margins), excluding footnotes and bibliography.

Third, each candidate must submit to their doctoral committee evidence of proficiency in the specific foreign language or specialized research or professional skill that is being used to satisfy doctoral degree requirements. If appropriate, this evidence may be incorporated into the portfolio or the reflective essay.

At the end of the residency year, each candidate will defend their portfolio and essay. The defense will include a formal presentation before the candidate's doctoral committee in an open forum. Candidates may defend their dissertation proposal at the same time.

A copy of the Report of Doctoral Portfolio and Reflective Essay Defense is appended to this handbook.

8. DISSERTATION PROPOSAL

During the Residency year, a doctoral candidate is expected to identify a dissertation topic and write a Dissertation Proposal, then defend the proposal before their Dissertation Advisory Committee at the end of the Residency.

The dissertation proposal should include the following:

- a tentative title
- an abstract of approximately 100 words identifying the topic and the research question
- a 10-15 page essay, answering the following questions:
 - What is the state of historiography in the area of your topic?
 - What is the state of public history theory and practice in the area of your topic?
 - What is your research question, and how will answering it add to the historiography and public history theory and practice in the area of your topic?
 - How will you answer your research question, including a summary of relevant source material?
 - What will be the relationship of your dissertation to your professional residency and professional development as a public historian?
- a chapter-by-chapter outline
- comprehensive, annotated bibliographies of relevant primary and secondary sources, in standard form in accordance with Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition.

f) a plan for completion, including research plans (e.g., travel, professional contacts, IRB questions); funding needs and plans for acquiring them; and, a tentative schedule for completion.

The candidate will submit a copy of the proposal to all members of their Dissertation Committee. Typically, the candidate defends their Dissertation Proposal and Doctoral Portfolio in the same session. All proposals are research plans and are subject to alteration as investigation and consideration of the research material proceeds.

The Chair of the candidate's Dissertation Committee notifies the Graduate Director of successful defense by means of the Report of Doctoral Portfolio Defense form and the Dissertation Proposal Acceptance Form.

A copy of the Dissertation Proposal Acceptance Form is appended to this handbook.

9. DISSERTATION

a. HIST 7640

While working on the dissertation, candidates must be enrolled in dissertation research hours (HIST 7640) each semester. Candidates enrolled in dissertation hours are expected to submit draft chapters on a schedule established with one's major professor.

b. Dissertation Guidelines

i. Department of History

The Department of History has detailed expectations for the scope, content, style, and format of doctoral dissertations. *A copy of the Department's current guidelines is appended to this handbook.*

ii. College of Graduate Studies

The College of Graduate Studies has additional guidelines for doctoral dissertations. Most of them are technical, relating to format and hard copy submission. These guidelines are mainly found in the Thesis/Dissertation Checklist, which must be filed along with the approved dissertation.

College of Graduate Studies Thesis/Dissertation Checklist On-Line at <http://mtsu.edu/graduate/student/thesis.php>.

c. Dissertation Defense

Upon submission of the completed dissertation the doctoral candidate who has successfully completed all other requirements for the degree will be scheduled by the chair of his/her Dissertation Committee, in consultation with the other committee members, to defend the dissertation. The College of Graduate Studies will publish the dissertation title, date, time and location of the defense at least two weeks prior to the defense. The defense is open to all members of the University community who may wish to attend. The dissertation defense is conducted by the Dissertation Committee.

d. Signatures

At the close of a successful dissertation defense, the members of the Dissertation Committee will sign appropriately formatted approval sheets. It is the candidate's responsibility to provide the approval sheets to their dissertation advisor; see the History Department's library of past dissertations for proper format. After committee members have signed, the Department Chair will add their signature before the final, complete dissertation is submitted to the Graduate College.

e. Deadlines

The College of Graduate Studies maintains deadlines for the submission of completed, signed dissertations. Check the College of Graduate Studies website for these dates. Remember that, although committee members sign off on the dissertation after the defense, the candidate must correct all errors, put the dissertation in proper format, and prepare the dissertation for submission in the required formats. Then it must be signed by the Department Chair, and then reviewed and approved by the Graduate Dean. It is the student's responsibility to allow sufficient time for completing all the necessary steps between defending the dissertation and submitting the final, revised manuscript for review by the Graduate Dean.

10. GRADUATION PROCESS/PAPERWORK

Middle Tennessee State University has three graduation ceremonies each academic year – August, December, and May. All details concerning graduation are handled through the College of Graduate Studies. Please consult the Graduate Information page of the College of Graduate Studies website for current information:

<http://mtsu.edu/graduate/student/graduation.php>

At the beginning of the semester in which the candidate intends to graduate, they must submit an Intent to Graduate Form to the College of Graduate Studies. Check the College's website for the current dates.

The College of Graduate Studies Intent to Graduate Form is online at:

<http://mtsu.edu/graduate/intent.php>

The candidate must also complete a brief exit survey for the College of Graduate Studies when filing their Intent to Graduate Form. It is currently available online at:

<http://mtsu.edu/graduate/student/survey.php>

11. PUBLIC HISTORY PROGRAM SUPPORT FOR CONFERENCE TRAVEL AND DISSERTATION RESEARCH

The Public History Program allocates a portion of its annual operating budget to subsidize Public History PhD students who travel to conferences of scholarly or professional organizations for the purpose of making a presentation accepted to the conference program. The Program also will subsidize travel for dissertation research. If funds are available, the program will subsidize student travel to conferences for the more general purpose of educational and professional development, i.e., not on the program as a presenter. To qualify for Program assistance, students must also seek funding from the College of Graduate Studies and/or the Association of Graduate Students in History.

For full details, see the Request for Student Travel Assistance form and the Request for Student Travel Reimbursement form, which are appended to this handbook.

12. PhD GRADUATE ASSISTANTSHIPS

A limited number of 12-month long doctoral assistantships are awarded on a calendar-year basis. All Ph.D. students receiving a graduate assistantship from the history department will be eligible for four years of funding. This includes funding students with assistantships during their professional residency, including residencies done off campus. Although department support can be maintained through the residency, students are strongly encouraged to seek external funding to support their residency as well.

In order to maintain their assistantship funding, students must be making sustained progress toward completion of degree requirements. This means successfully completing a minimum of 15 credit hours toward their degree per calendar year until they have reached candidacy and 12 credit hours per calendar year after candidacy. Students must also maintain a 3.0 GPA as required by the university and earn no grade lower than a B- as required by the department. Academic progress is reviewed at the end of each semester, including the full summer term, to determine whether a student meets the requirements for continued eligibility.

Sustained progress toward the degree also requires beginning the residency on schedule. Ideally, students will have their residency proposal approved by their doctoral committees by the end of their fourth semester of coursework. Graduate assistants who have not begun their residency by the end of their sixth semester of funding will not be eligible for additional semesters of funding.

13. DISTANCE LEARNING POLICY

Students are expected to be present on campus for most of their degree program. However, a limited number of courses offered by the department have a video teleconference option. Students wishing to take a course in this manner must have permission of both the instructor and graduate director.

14. SELECTED STUDIES AND ADVANCED PROJECTS POLICIES

A. Selected Studies Course Request process

All students who wish to take a selected studies or advanced projects class must submit a memo to both the public history director and graduate director that identifies the topic of the course and lists the assigned books. Students must also attach an email or letter from the faculty member verifying that they have agreed to teach the course. This information must be submitted before the first day of class.

B. Selected Studies Courses for Global History Students

PhD students whose history field is in a field related to Global History may petition for an exemption from the two course selected studies limit in order to take a third selected studies course in Global History. No student may enroll in Selected Studies in American or European

history more than two times. However, given the limited number and availability of global history course offerings, students may petition to take a third selected studies course in this area. Written permission to take this third course must be granted by three people: the director of graduate studies, the student's dissertation committee chair, and the public history director.

College of Graduate Studies
**Degree Plan for Doctor of Philosophy in Public
 History**



Part I – Student Information

Name: _____ MTSU ID # _____ M _____

Current Mailing Address: _____

City, State, Zip: _____ MTSU Email Address: _____

Degree Sought: _____ Major: _____

If applicable:

Concentration: _____ Specialization: _____ Minor: _____

I understand that if human or animal subjects are involved in my research (including dissertation research), it is my responsibility to file a research protocol application with the Institutional Review Board (Sam H. Ingram Building, 011B) before I begin collecting data. Failure to secure this permission prior to conducting my data collection using human or animal subjects will negate the use of that data for any academic purpose including dissertation.

Signature of Student

Date

Part II – Signatures and Approvals

Signatures in this area are required for approval of *all* degree plans.

I certify that the following program, when successfully completed, meets all coursework requirements for this degree.

Graduate Advisor Name (Print)

Signature

Date

College of Graduate Studies Approval

Date

Signatures in this area are required for approval only if applicable to degree program.

This individual holds a professional license, or licensure requirements will be met by the courses listed below.

Teacher Licensure Office Approval (Print)

Signature

Date

Programs that require educational component

*Chair of Educational Leadership/Elementary
 Education (Print)*

Signature

Date

Minor Advisor

Graduate Minor Advisor (Print)

Signature

Date

Name:

MTSU ID # M**Part III – Course Information**

List ONLY graduate---level courses to be counted toward the degree. Include those completed as well as those still to be taken to fulfill degree requirements.

Ph.D. in Public History candidates must complete 60 hours in the following course of study:

Course ID	Course Title	Cr Hrs	Grade	Transfer Credit	
				Course ID	Institution
Required Core (15 Hours)					
HIST 7510	Seminar: Public History	3			
HIST 7991	Professional Residency Colloquium	6			
HIST 7992	Professional Residency Colloquium	6			
Public History Field (12--- 15 Hours)					
History Field (9--- 15 Hours)					
Interdisciplinary Field (9--- 12 Hours)					
Dissertation (12 Hours)					
HIST 7640	Dissertation Research				

Department must verify that all admission conditions(s) were or were not met:

Department Admissions Conditions Met? Yes

No

College of Graduate Studies

Dissertation Advisory Committee Form*I hereby request the following Dissertation Advisory Committee to be established for:*

Candidate Name: _____ MTSU ID #: _____

Who is enrolled in the _____ Program

Email Address _____ Phone Number () ***Tentative Dissertation Title :***

Dissertation Advisory Committee Members:*(Committee members must have Graduate Faculty status granted by the Graduate Council of the College of Graduate Studies).*

<i>Name</i>	<i>Signature</i>	<i>Date</i>
Chair _____	<input type="text"/>	_____
Member _____	<input type="text"/>	_____
Member _____	<input type="text"/>	_____
Member _____	<input type="text"/>	_____
Member _____	<input type="text"/>	_____

<i>Signature of Candidate</i>	<i>Date</i>
_____	_____

<i>Signature of Graduate Program Director</i>	<i>Date</i>
<input type="text"/>	_____
<i>College of Graduate Studies</i>	<i>Date</i>

Submit this completed form to:

College of Graduate Studies
MTSU Box 42
Sam H. Ingram Building, Main Floor
2269 Middle Tennessee Blvd.
Murfreesboro, TN 37132

Department of History
Middle Tennessee State University
REPORT OF PH.D. QUALIFYING EXAMINATIONS

Candidate Name: _____ M#: _____

History Field Written Portion

Examiner _____ Date _____

Examiner _____ Date _____

This student has (check one):

- _____ successfully completed his/her written preliminary examination.
 _____ has failed the written preliminary exam and will have to re-take it.

Interdisciplinary Field Written Portion

Examiner _____ Date _____

This student has (check one):

- _____ successfully completed his/her written preliminary examination.
 _____ has failed the written preliminary exam and will have to re-take it.

History and Interdisciplinary Field Oral Portion

Public History Advisor _____ P F

History Field Advisor _____ P F

Interdisc. Field Advisor _____ P F

PH/History Advisor _____ P F

We report that this student has (check one):

- _____ successfully completed his/her oral preliminary examination.
 _____ has failed the oral preliminary exam, based on the failing grades noted above, and will have to re-take it.

Department of History
Middle Tennessee State University
RESIDENCY PROPOSAL ACCEPTANCE FORM

Candidate Name: _____ M#: _____

Residency Proposal Title: _____

We report that we have accepted this candidate's residency proposal.

Signatures of Dissertation Advisory Committee Members:

_____	P	F
Public History Advisor		

_____	P	F
History Field Advisor		

_____	P	F
Interdisciplinary Field Advisor		

_____	P	F
Public History/History Advisor		

Date: _____

PLEASE ATTACH A COPY OF THE PROPOSAL

Department of History
Middle Tennessee State University
REPORT OF DOCTORAL PORTFOLIO DEFENSE

Candidate's Name: _____ M#: _____

The undersigned Doctoral Dissertation Committee members report that the candidate's doctoral portfolio includes the following required components:

- | | |
|--------|---|
| Y N | Reflective essay of at least 20 pages, fully documented with footnotes (or endnotes) and bibliographic citations. |
| Y N | Supporting materials pertinent to the candidate's scholarly and professional development during the period of doctoral studies at MTSU, including their professional residency. |
| Y N | Evidence of proficiency in a foreign language, a specific research skill, or a specific professional skill relevant to the candidate's career goals. |

Based on an examination of the candidate's complete portfolio, the members of the committee signify, by their individual evaluations below, that the candidate has demonstrated mastery of public history literature and praxis and is prepared to contribute intellectually to the field of public history.

Signatures of Doctoral Dissertation Committee Members (please note Committee Chair alongside appropriate signature):

_____ [Public History Field Advisor]	P	F	
_____ [History Field Advisor]	P	F	
_____ [Interdisciplinary Field Advisor]	P	F	
_____ [Public History/History Advisor]	P	F	

Date: _____

Department of History
Middle Tennessee State University
DISSERTATION PROPOSAL ACCEPTANCE FORM

Candidate Name _____ M# _____

Tentative Dissertation Title _____

We report that we have accepted this candidate's dissertation proposal.

Signatures of Doctoral Dissertation Committee Members (please note Committee Chair alongside signature):

P F

Public History Advisor

(Print Name) _____

P F

History Advisor

(Print Name) _____

P F

Interdisciplinary Advisor

(Print Name) _____

P F

PH/History Advisor

(Print Name) _____

Date _____

PLEASE ATTACH A COPY OF THE DISSERTATION PROPOSAL.

DISSERTATION GUIDELINES

Department of History
Middle Tennessee State University

Candidates for the Ph.D. in Public History are required to submit a dissertation that contributes new knowledge to the field of Public History. This requirement does not specify format; thus, candidates are not required to produce a traditional monograph. Nonetheless, any dissertation, regardless of presentation format, must demonstrate the foundation of scholarship on which its production is based. Realistically, then, any dissertation will entail substantive scholarly writing and include an extensive bibliography of primary and secondary sources.

In addition to the general thesis and dissertation guidelines issued by the Graduate Office, the department has guidelines that apply specifically to theses and dissertations for degree programs offered by the History Department. Please familiarize yourself with the rules and work out ambiguities and questions with your dissertation director early in the composition process. Assume that your early chapter drafts or written portions should be submitted to your director with proper footnote/endnote citations and in the proper page format. Furthermore, it is highly recommended that you double-check questions regarding format with the Director of Graduate Studies and/or the Graduate Office. Finally, feel free to submit sample pages, notes, photograph set-ups and the like both to your director and the Graduate Office.

1. Responsibilities of candidates, directors, and readers: A Ph.D. candidate is responsible for submitting their dissertations in proper format, proofreading the copy, and taking the initiative to work out with the dissertation director and the Graduate Office any problems or questions regarding text, notes, citations, photos, etc. Dissertation directors assist students with the process of composition: strategies of chapter presentation and organization, narrative rhetoric, and the issues of logic and analysis. Although directors should certainly help with any problems or questions about format, it is not their job to set up the dissertation for the candidate, or to act as line-by-line copyeditors.

The above having been said, dissertation directors are likewise responsible for double-checking the candidate's dissertation to make sure all is in order before the candidate defends their work and, once the dissertation is approved, before it goes to the Chair of the Department for signing. The Graduate Office will not accept a dissertation without the Chair's signature.

Directors will work together with other members of the Dissertation Advisory Committee to ensure the successful completion of the candidate's dissertation. Directors and readers should feel free to work out in their own way the particulars of how they will direct the candidate's research and writing, but they should establish these particulars at the time the candidate turns in her or his dissertation proposal. This is best done in a meeting where all the parties are present. This way, details and potential misunderstandings can be worked out face to face beforehand. At minimum, dissertation directors are to ensure that chapter drafts are submitted to readers in a timely manner. It is the director's responsibility to provide readers with full opportunity to fulfill their own responsibilities in a professional manner.

Readers are responsible for reviewing the candidate's dissertation to see that it conforms to acceptable standards of scholarship as defined by the historical discipline. Readers bear no responsibility for proofreading the dissertation for mistakes in format or style, although they may

certainly take notice of errors and suggest corrections. Moreover, readers are not obligated to sign any dissertation that is sloppily composed or improperly formatted. The Department Chair, moreover, is not obligated to read any dissertation that readers have not approved.

2. Length and purpose of a dissertation: The dissertation demonstrates that the candidate can conduct independent scholarly research grounded in historiography and contribute original scholarship to the discipline. The length of the dissertation will be governed by its format, the research problem, and the scholarship that informs the dissertation topic.

3. Style manuals: The history department's manual of choice is Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, most recent edition, or, in certain situations, the *Chicago Manual of Style*. Students are advised to use the style manual for all work submitted in graduate school—book reviews, critical essays, seminar papers—so that the forms and formatting become second nature before the dissertation project begins.

4. Endnotes/Footnotes: Students may use either footnotes (notes at the bottom of each page of the text) or endnotes. Endnotes, if used, must be placed at the end of each chapter (the introduction, if there is one, is counted as a chapter). Whether using footnotes or endnotes, each source cited must receive a first full reference citation the first time it is cited in a chapter. For subsequent references to the source in the chapter the student may use the second reference according to the style manual.

5. Bibliography: Bibliographies must be subdivided according to primary and secondary sources. Finer categorizations may be made (for example, newspapers, manuscript correspondence, etc.) depending upon the nature of the project. Students should consult their director on this issue. Bibliographies indicate the sources used to compose the thesis/dissertation.

6. Order of Arrangement: Use the order of arrangement provided by the Graduate Office guidelines. Graduate Office guidelines, which may be subject to periodic change, always take precedence over *Turabian* or *Chicago Manual of Style*.

7. Abstract: The abstract summarizes the content and argument of the thesis/dissertation for scholars working in the discipline, providing them information to decide whether or not they wish to read the complete work. In history, abstracts should include a brief statement of the intellectual/historical issue(s) explored in the original research, a brief description of the sources used, and a summary of the major argument presented. Thesis abstracts should not exceed 150 words; dissertation abstracts should not exceed 350 words.

8. Dissertation Timetable: The dissertation proposal must include a work schedule that is reasonable for completing dissertation research and writing within one or two years. Candidates who receive a Provost's Dissertation Fellowship are automatically on a one-year schedule. When constructing the work schedule, allow sufficient time for the dissertation defense, making all changes required by committee members, and complying with every item on the Graduate Checklist before the filing deadline set by the Graduate Office for the semester you intend to graduate. Remember that after a candidate defends their dissertation, the Department Chair must sign the approval page before the revised final dissertation is sent to the Graduate Office.

9. Graduate Office Procedures for Dissertations: After a dissertation is submitted to the Graduate Office, it goes through another review process. The Dean of the College of Graduate

studies, or his/her representative, will read the completed dissertation and may require further text changes or format corrections. Once read, the Dean will send a letter to the student, thesis director, Department Chair, and Director of Graduate Studies notifying these persons of his/her decision to accept or reject. Note: the Dean's signature is required on the dissertation, and they have every right to refuse to accept the work if they deem it beneath Graduate School standards.

10. Department Copy: After the final version has been accepted by the Graduate College, please provide the History Department with a digital copy of the dissertation for our records. It should be given to the executive aide for graduate studies prior to graduation.



Public History Program
Department of History

REQUEST FOR STUDENT TRAVEL ASSISTANCE
PUBLIC HISTORY PROGRAM

Depending on funds availability in any given semester:

- PhD students who have been advanced to candidacy are eligible to receive up to \$500 for research travel associated with completion of the dissertation requirement.
- M.A. students in the Public History Program who have an approved thesis proposal are eligible to receive up to \$250 for research travel associated with completion of the thesis requirement.
- All graduate students in the Public History Program are eligible to receive up to \$250 for conference travel if presenting a paper or poster. Students who are not presenting a paper or poster are eligible to receive up to \$150.

NOTE: Funds for conference travel will be awarded only to defray expenses over and above costs that are reimbursed by the College of Graduate Studies and/or by SGA via AGSH.

NAME: _____

M# _____

DATE: _____

AMOUNT REQUESTED FROM THE PUBLIC HISTORY PROGRAM \$ _____
 FOR: ☐ CONFERENCE TRAVEL ☐ RESEARCH FOR THESIS OR DISSERTATION

CONFERENCE TRAVEL

Name of Conference: _____

Dates of Travel: _____

Location: _____

Are you presenting a paper or poster? ☐ YES ☐ NO

Have you requested funding from the College of Graduate Studies? ☐ YES ☐ NO

Have you requested SGA funding through AGSH? ☐ YES ☐ NO

RESEARCH TRAVEL FOR THESIS OR DISSERTATION

Dates of Travel: _____

Name/s and location/s of research repositories:

APPROVED

 Director, Public History Program

 Date

FOR OFFICE USE ONLY:

☐ Funds Encumbered

Semester _____ Year _____

Public History Program
Department of History



REQUEST FOR STUDENT TRAVEL REIMBURSEMENT – PUBLIC HISTORY PROGRAM

ALL TRAVEL CLAIMS MUST BE FILED WITHIN 30 DAYS OF RETURN DATE.

**This form is to be submitted with an MTSU Travel Claim Form,
 which can be found at this link:**

<http://www.mtsu.edu/boffice/forms.shtml#as>

***Forms submitted must have original signature.**

In order to be reimbursed, a "REQUEST FOR STUDENT TRAVEL ASSISTANCE" form must have been completed in advance by student and approved by Public History Director. If you received an email confirmation please provide authorization number issued by Accounting Services **T**_____.

NAME: _____

M# _____

DATE: _____

WHERE DID YOU GO (City, State)? _____

FOR: ☐ CONFERENCE TRAVEL ☐ RESEARCH FOR THESIS OR DISSERTATION

If conference travel, name of conference: _____

If conference travel, were you a presenter? ☐ YES ☐ NO

Did you receive funding from Graduate Studies? ☐ YES ☐ NO

If you answered YES, how much funding did you receive? _____

Did you receive funding from SGA through AGSH? ☐ YES ☐ NO

If you answered YES, how much funding did you receive? _____

Amount remaining unreimbursed: \$ _____

AMOUNT REQUESTED FROM THE PUBLIC HISTORY PROGRAM \$ _____

APPROVED

 Director, Public History Program

 Date

