

# GRADUATE HANDBOOK

# DEPARTMENT OF HISTORY

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## Section I – Program Overview

History, as three recent interpreters have written, is a “discipline, a profession, and a career.” (T. Bender, Katz, and C. Palmer, *The Education of Historians for the Twenty-First Century*. Urbana, Illinois: The University of Illinois Press, 2004. Pp. 4-5.)

As a *discipline*, history has standards of evidence, styles of argumentation, and a literary and narrative dimension that distinguish it from other forms of scholarship. Historians interpret politics and institutions; they study intellectual communities and social dynamics; importantly, they give a voice to those who might otherwise not be accorded one by society. History has been among the most “interdisciplinary” of all the modern disciplines.

As a *profession*, history possesses organized forms of interaction among its practitioners. Historians write for each other and for a public at large; and they are committed, professionally, to styles of written communication and oral interaction that are clear, informative, and ethically sound. At conferences and in classrooms, in government and in museums, historians research and communicate about the past, remembering its lessons to help create a better future.

And as a *career*, history is, and should be, many things: historians work in the academy, creating new knowledge and teaching students at the college and university level; historians teach at the K-12 level of education; historians design and curate exhibits in museums; and historians work for the government, for corporations, and for media outlets, strengthened and empowered by the standards and practices they acquire through rigorous professional training.

At Michigan State, we are committed to history in all its modern, multifarious, happily diverse manifestations. We offer exciting and innovative graduate training; and we are looking for graduate students who are ambitious self-starters, and people open to training that is itself open to change and dynamism. Here, through seminars, independent study, and close, guided relationships with faculty mentors, graduate students have the chance to learn, practice, and perfect the disciplinary, professional, and career-oriented aspects related to becoming a historian.

We are looking for students who are willing to be active partners in an evolving community; so we expect students to take part in departmental matters – such as visiting lecturers, the graduate community, faculty searches, and so on – beyond the basic course requirements.

## **Section II – Program Components/Plan Options**

### **Synopsis of the Doctoral Program The**

#### **First Year:**

- 1 Completion of first-year courses selected in consultation with the Graduate Program Director or advisor.
- 2 Selection of the major professor/dissertation research advisor.
- 3 Selection of the Guidance Committee.
- 4 Initial Guidance Committee meeting. This should be held as soon as possible, and must be held within 2 semesters after entering the graduate program. At this meeting, the complete course program must be formally decided.
- 5 Completion and submission a PhD play on study in the GradPlan system. This requirement should be completed in conjunction with the initial Guidance Committee meeting.
- 6 International students who are working as teaching assistants must pass the SPEAK test (with a score of at least 50) certifying that the student qualifies in English proficiency as a teaching assistant.
- 7 All students must be certified in the first of their foreign languages.

#### **The Second Year:**

- 1 Continuation of course work.
- 2 Enrollment in courses prescribed by the Guidance Committee
- 3 Evaluation of the student's performance as a teaching assistant.
- 4 Take research seminar and complete MA paper or thesis or defend research paper, as desired by guidance committee.
- 5 Annual meeting of guidance committee. Letter of progress submitted by student's main advisor to graduate director.
- 6 Meeting to discuss comprehensive exam format and content.

#### **The Third Year:**

- 1 Enrollment in courses prescribed by the Guidance Committee.
- 2 Satisfactory completion of the comprehensive examination.
- 3 Approval of doctoral dissertation proposal.
- 4 Evaluation of the student's performance as a teaching assistant.
- 5 Complete second foreign language if required by Guidance Committee.
- 6 Annual meeting of guidance committee. Advisor submits letter of progress to graduate director.

## **Each Subsequent Year:**

- 1 Dissertation and/or research writing.
- 2 Annual meeting or conference call with guidance committee.
- 3 Progress report submitted to graduate committee each year during the spring semester.
- 4 Continuation of 999 credits- 24 are required to graduate but no more than 36 are allowed.

## **The Final Semester:**

- 1 Final oral examination in defense of the dissertation
- 2 Submission of unbound dissertation to the Graduate School.
- 3 Registration in at least 1 credit during the semester in which the student plans on defending their dissertation. If the students plans on defending during a semester in which they are not a GA or during the summer semester it is up to them to cover the cost of the remaining 999 credits.

## **Section III-Degree Requirements for Ph.D.**

### **Requirements for the Doctor of Philosophy Degree in History**

Coursework requirements:

- 1 Complete History 803 and the historiography courses required in the student's sub-discipline.
- 2 Complete 12 credits of 800-900 or graduate level equivalent courses in a major field of history and 6 credits in each of two minor fields, at least one of which must be in history, as specified by the student's guidance committee. The major field should be the field in which the student plans to focus.
- 3 Completion of HST 812 (unless waived by Graduate Director)
- 4 Completion of at least 24 credits of HST 999 (and no more than 36).

### **Foreign Language Requirement**

The Department of History requires proficiency in two foreign languages for the Ph.D. degree. For students whose research needs and areas of specialization do not require competence in two languages, the Guidance Committee may determine that one or both of these foreign language requirements may be waived. A student's choice of language(s) will be agreed upon in consultation with the Guidance Committee.

The student must satisfy the first language requirement by the end of the first year of doctoral study. Failure to do so or at least demonstrate a good faith effort to do so may result in the student being considered not in good standing. This has implications for renewal of funding. It is recommended that proficiency in a second language, when deemed necessary by the Guidance Committee, be demonstrated by the time the student completes the comprehensive examination.

According Michigan State University's Academic Programs Catalog, "Departments, schools, or colleges that require one or more foreign languages as part of their graduate degree requirements are responsible for certifying competency. This can be done either by utilizing their own faculty or by making arrangements with the appropriate language departments(s). Each unit shall develop a written policy establishing guidelines for determining language competency."

When foreign language proficiency is certified and documented, it goes on a student's Official Transcript. When a language requirement is waived, it does not. Guidance Committees may elect to waive foreign language requirements by simply signing that portion on the Foreign Language Proficiency forms.

Per MSU policy, only foreign languages relevant to a student's research may be officially certified and noted on transcripts.

Students must be enrolled for at least one credit during the semester that the language examinations are taken.

Complete information about the process of demonstrating proficiency in different foreign languages is available on the cover sheet of the Foreign Language Proficiency Forms packet. During the initial first-year guidance committee meeting, all students must decide on the scope of and procedures for satisfying their foreign language requirements and return the signed forms to the Graduate Secretary.

### **Research Credit Requirements**

**For students who do not already have an M.A. in history**, the completion of a master's thesis or significant research paper, normally including research in primary sources will be required by the guidance committee. There need be no significant difference between the thesis and paper in terms of length or difficulty, only in form. The thesis, usually completed in the second year of the program, is written under the direction of a History faculty member.

If a formal MA thesis is written, a committee consisting of three MSU faculty members, including the research advisor and at least one other History faculty member and representing two fields of history will participate in an oral examination of the student's work. The nature of the exam will be determined by the committee and student in consultation.

A substantial research paper, which demonstrates skills in research and acquaintance with the relevant historiographical materials, will normally be produced as a project in a two-term sequence of appropriate graduate courses (a once credit one-term course of HST 890, Independent Study). The essay also is written under the direction of a member of the History faculty. In fields where separate research seminars are not available, an Independent Study will be required to complete a research project.

**All doctoral students** must register for and successfully complete a minimum of 24 credits and **no more than 36 credits** of doctoral dissertation research (course number 999). All students must be overridden into HST 999, direct inquires to the Graduate Secretary.

## **Major Fields of Study**

European History

United States History

African American History

Latin American and Caribbean  
History

African History East

Asian History

Women's and Gender History  
History of Science, and Medicine

## **Secondary Fields of Study**

Atlantic World

Comparative Black

Comparative Islam

Early Modern World

Intellectual History

International Labor and Working  
Class

Mediterranean World

Migration

History of Religion

Sports

Urban History

## **Forming a Program of Study**

A report including a statement of the student's proposed program, with a timetable and tentative dissertation topic is filed in the office of the Dean of the College of Social Science within the first two semesters of doctoral study. In the report, the committee recommends the amount of graduate credit beyond the master's degree level from other institutions which should be accepted; what study, if any, may be done in absentia, and under what conditions; what language examinations or alternative programs, if any, the student should take. Ordinarily, the Guidance Committee will recommend students enroll in three seminars (or two seminars and a language course) each semester. This schedule assumes a half time graduate assistantship. The guidance committee is responsible for insuring the adequacy of the overall program, in keeping with the general policy that four or more academic years of study and research beyond the bachelor's degree are required.

## **Comprehensive Examinations and History Department Graduate Exam Policy**

Graduate students are expected to become experts in one major field and two minor fields, and they will constitute a committee that consists of two professors in the major field and one each in the two minor fields. That committee will develop and administer the comprehensive exam.

Ideally, the two major field examinations will collectively include questions and exercises testing students' mastery of history, historiography, and pedagogy. Minor field examinations should be considered abbreviated exercises assessing some aspects of these three areas. These minor field exams may, for example, consist either of written responses to questions or the design of a syllabus and related pedagogical materials.

The examination will be conducted as follows:

- 1) By the end of the spring term of her/his second year, the student will convene a meeting of the examination committee to decide on the three areas in which she/he is to be tested. At that meeting, the student and committee will complete the Comprehensive Examination Agreement form, which will delineate the dates and format of each exam. This will be signed by all four committee members and submitted to the Graduate Secretary.

For each individual examination, the examiner will provide the student with essay questions that are to be answered in writing. A portion of the examination can be the design of an undergraduate or graduate class, including the creation of a syllabus for a course in her/his field, preparation of lectures, and other discussion of pedagogical materials. The duration of the written exam is up to each examiner, but writing time is ordinarily limited to 48 hours. At the examiner's discretion, the written exam may be open or closed book, and the examiner decides whether to give the student a choice among prompts or to have her/him answer all questions.

At the discretion of the committee as outlined in the signed Comprehensive Examination Agreement, the student may be given the entire written comprehensive exam in all three fields at one time. In this case, the committee chair solicits questions from the four examiners and provides these questions to the student. The student is responsible for providing these responses to the chair, who then distributes each one to the respective examiner. The duration of the exam can range from 48 hours to two weeks.

- 2) Once the examination format is decided, the student will meet with each examiner to come to an agreement on the material on which they will be examined. For major fields, this usually consists of a reading list of at least seventy-five books, and for minor fields this usually consists of a reading list of approximately fifty books, though these parameters can vary according to case.
- 3) The student prepares for the examination. The History Department expects graduate students to complete their exams by the end of their sixth semester in the program. Failure to meet this deadline will be considered by the graduate committee in the process of awarding student financial packages for the following year.
- 4) The student takes the examination. If the student is taking her/his exams separately, all four must be completed within six months. For example, if the first exam is taken on September 15, the last exam must be completed by March 15. The student need not use the full six months, and the Department strongly committees to conduct the examination over a shorter time period.
- 5) Each individual examination is evaluated by the professor administering it.
- 6) Within one week of each exam, the student is informed of the result.
- 7) In the event that a written response is deemed unsatisfactory by an examiner, the student may be asked to revise it or she/he may be given a new question. This revision and/or reexamination must take place within four weeks of the student being notified of unsatisfactory performance. The resubmitted response will be assessed in the context of the overall comprehensive exam at the oral defense. If the second examination is deemed unsatisfactory by the examiner and committee, the student will be removed from the graduate program.
- 8) Within a period not to exceed two weeks after the last written exam is completed and passed, an oral exam will follow with the entire committee. Students must be enrolled for at least one credit the semester the oral comprehensive examination is taken. At the discretion of the committee, the student may also be asked to present the dissertation prospectus at this meeting, or that may be done at a later meeting. If the prospectus meeting is done separately, it must be held within six weeks of the comprehensive exam defense.

9) At the conclusion of the oral defense of the comprehensive exam, the committee chair is responsible for collecting and submitting to the Graduate Secretary the four sets of questions and responses that the student produced. These will be retained in students' files.

### *The Dissertation Prospectus:*

Within six weeks but normally discussed at the time oral comprehensive exams, the student will submit a dissertation prospectus of at least 10 double-spaced pages to the members of their committee. This prospectus must offer a plan for the dissertation that shows awareness of relevant historiography, discusses the available sources, and presents a prospective schedule of research and writing. The prospectus must be approved by the committee before the student is admitted to candidacy for the PhD.

## **English Language Proficiency for International Students**

Please consult MSU's Academic Programs Catalog website at <http://www.reg.msu.edu/UCC/AcademicPrograms.asp> for university requirements for English Language Proficiency. For non-TA duties, the History Department does not require the SPEAK test.

## **Residency Requirement**

In accordance with **Academic Programs**, residency shall be defined as follows:

“One year of residence on the campus after first enrollment for doctoral degree credit is required to permit the student to work with and under the direction of the faculty, and to engage in independent and cooperative research utilizing University facilities. A year of residence will be made up of two consecutive semesters, involving the completion of credits at the level of full-time status of graduate work each semester.”

## **Graduate/Degree Certification**

The semester before the student intends on graduating, regardless of whether the student plans to attend the ceremony, it is necessary to apply for graduation. The Registrar's Office has an on-line link: <https://reg.msu.edu/StuForms/GradApp/GradApp.aspx> to the graduation application, commencement information can also be found on their website reg.msu.edu. Important information about dissertation/thesis deadlines, and submission guidelines can be found on Graduate School's website <http://grad.msu.edu/etd/>.

Once a student applies for graduation, the Registrar's Office will generate a form called the Final Certification for Degree form. The department will file this with the College office. If it has taken more than 8 years to complete the program, the student can request an extension to complete the degree. Extensions have to be approved within and outside the Department of History and are rarely granted. The department will contact students should there be any questions concerning the final certification form, such as when language requirements have been fulfilled, etc.

## **Section IV – Selection of Advisor & Formation of the Guidance Committee**

The Graduate Director will serve as the advisor for all newly admitted graduate students for their first semester. The guidance committee shall be formed no later than the third semester of doctoral study, or within two semesters beyond the master's degree or its equivalent. Within one semester after the committee has met, the student must submit a GradPlan subject of approval by the Graduate Director, and the Dean of the College. This committee shall consist of no fewer than four members, at least three of whom are History faculty members. The prospective dissertation director normally serves as the committee chair and major advisor; the second member of the committee also represents the major field; the third, fourth and any additional members will represent the minor fields. With the approval of the chair of the guidance committee and the graduate director, the student may add additional members who can make distinctive contributions to the program of study. They may be drawn from the Department of History or from other departments within the University. Once constituted, the committee plans with the student the course work and other activities required to develop competence in the fields of study. The committee and the student will agree to the student's program. Each doctoral candidate takes at least one formal graduate course under the direction of the major professor.

GradPlan was developed for Ph.D. students to lay out their Ph.D. program of study and make notes on all the requirements as they are completed. <http://grad.msu.edu/gradplan/Default.aspx>. This is completed within the first two semesters of doctoral study.

Members of the student's committee can be changed with the written consent of the student's main advisor and Graduate Director via GradPlan. The main advisor can be changed with the consent of the Graduate Director.

### **Dual Major Degrees**

All dual major doctoral degrees must be approved by the Dean of the Graduate School. A request for the dual major degree must be submitted within one semester following its development and within the first two years of the student's enrollment at Michigan State University. A copy of the guidance committee report must be attached. The following conditions must prevail.

1. The intent to receive the degree in two areas must be outlined in the guidance committee report.
2. The content of the guidance committee report must reflect the required standards for both departments.
3. The integrated course work must be satisfactory to both departments.
4. The comprehensive examination must be passed to the satisfaction of both departments.
5. A guidance committee including members from both departments must be satisfied that the dissertation represents a contribution meeting the usual standards in both areas.
6. There must be a single dissertation that represents an integration of the disciplinary areas.
7. Responsible Conduct of Research requirements will be as defined and approved by the guidance committee.

## Section V – Dissertation/Thesis Defense and Final Oral Examination

Each student working toward a Ph.D. degree must conduct original research to be used in a dissertation which makes a significant contribution to knowledge. The research is to be under the guidance of, and acceptable to the major professor and the guidance committee. All doctoral students must register at Michigan State University for and successfully complete a **minimum of 24 semester credits of doctoral dissertation research (HST 999)**. It is the policy of Michigan State University to permit and facilitate dissertation research by students from developing nations in their home countries, whenever feasible.

The dissertation must be organized, typed, duplicated and bound according to regulations prescribed in The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations, available from the Office of the Graduate School. An abstract of the dissertation not exceeding 350 words must also be prepared.

Not later than the fourth Friday of the last term of a student's program, the student must submit to the major professor at least four copies of the dissertation and abstract for committee review before the oral examination. The dissertation must be in completed form, typed with finished diagrams, etc., and acceptable to the major professor. It must not, however, be bound. When the guidance committee has reviewed and approved the dissertation and the student has passed an oral examination in its defense, the student shall incorporate in the dissertation any recommended changes and corrections before submitting it to the Office of The Graduate School. The student must submit to the Office of The Graduate School a final unbound copy of the dissertation and abstract, an additional copy of the abstract, the microfilming and binding contract, the microfilming and binding payment receipt, and forms required by The Graduate School no later than the twelfth Friday of the semester.

The final oral examination in defense of the dissertation is conducted and evaluated by the guidance committee and, at the discretion of the dean of the college, by one appointed faculty member whose voting status is determined by the college. Other interested faculty members and members of the public may attend the presentation portion of the examination without vote. Only guidance committee members may attend the examination portion of the defense per individual unit guidelines. The dissertation and the student's performance on the final oral examination must be approved by a positive vote by at least three-fourths of the voting examiners and with not more than one dissenting vote from among the Michigan State University regular faculty members of the guidance committee.

The oral examination will be scheduled for a date not earlier than two weeks after the dissertation and abstract have been submitted to the major professor and guidance committee. This should allow time for the members of the committee to review and evaluate the dissertation before the examination, and also allow sufficient time after the examination for the student to submit the unbound dissertation to the Office of The Graduate School before the specified deadline date. **The student must be registered for at least one credit the term in which the final oral examination is taken. If you intend on defending your dissertation in the summer semester or a semester in which you are NOT a teaching/research assistant it is your responsibility to enroll and cover the cost of your remaining 999 credits.**

After the guidance committee and any appointed examiner have reviewed and approved the dissertation and after the student has passed the final oral examination in its defense, the student

must incorporate into the dissertation any recommended change(s) and corrections before presenting it to the chairperson of the guidance committee for final review and signature of the approval form. Not later than the deadline date indicated by the Graduate School for the semester in which graduation is expected, the student must submit to the Graduate School a final electronic copy of the dissertation online at <http://www.grad.msu.edu/etd/> and the approval form signed by the dissertation advisor. In addition to the main body of a thesis or dissertation, the Graduate School now permits the submission of supplementary materials to ProQuest. These supplemental materials will not be reviewed by the Graduate School for formatting requirements, but they must be acceptable by ProQuest and comply with ProQuest's criteria and storage limits. All supplementary materials need the written approval of the thesis/dissertation committee chair. The MSU library may accept supplementary materials approved by the thesis/dissertation committee chair per their collection criteria. The Graduate School does not review these materials for formatting requirements.

All dissertations and theses are on file at the MSU Library, and can be found through the on-line at <http://www.lib.msu.edu/>.

## **Section VI - Departmental Policies: Academic Performance**

Each year, a Graduate Committee conducts an annual review of the progress of each of its graduate students, on the basis of letters from the student's guidance committee or advisors, a statement from the student, grades earned in the previous two academic semesters, evaluations of the student's performance as a teaching or researching assistant, and other relevant academic performance measures (i.e., honors, publications, etc.).

### **Policy on Deferred Grades and Incomplete Grades**

Except in multi-term courses, the department discourages graduate students from incurring deferred grades in their courses. The presence of deferred grades or Incompletes on a student's transcript can have adverse effects on his or her career in the following ways:

1. With respect to continuation in the program, deferred grades or Incompletes which are not removed within a year of their being incurred; can cause a student to forfeit the right to continue enrollment until those courses have been completed.
2. Students applying for graduate assistantships (or their renewal) must expect the existence of deferred grades or Incompletes to work against their favorable consideration in competition.
3. Students holding graduate assistantships may not incur more than 6 credits of deferred grades or Incompletes without losing the assistantship.
4. No student may take his or her comprehensive examination for the Ph.D. degree until all deferred grades and Incompletes in the field to be examined have been removed.

### **Grief Absence Policy**

For master's (Plan A), master's (Plan B) with research responsibilities, and doctoral students, it is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty. It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student's return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as a RA or TE, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18. Students in the graduate professional colleges (CHM, COM, CVM, LAW) with their own grief absence policies are excluded from the above and should follow their own policies. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

## Section VII - Departmental Policies on Integrity & Safety in Research & Creative Activities

The History department takes its commitment to professional ethics seriously. Students need to learn the best practices of the historical profession; they should become familiar with the American Historical Association's "Statement on Standards of Professional Conduct." This statement can be viewed on-line at: <http://www.historians.org/pubs/Free/ProfessionalStandards.htm>. As the AHA urges there, in the introduction to the document, "Scholars must be not only competent in research and analysis but also cognizant of issues of professional conduct. **Integrity** is one of these issues. It requires an awareness of one's own bias and a readiness to follow sound method and analysis wherever they may lead. It demands disclosure of all significant qualifications of one's arguments. Historians should carefully document their findings and thereafter be prepared to make available to others their sources, evidence, and data, including the documentation they develop through interviews. Historians must not misrepresent evidence or the sources of evidence, must be free of the offense of plagiarism, and must not be indifferent to error or efforts to ignore or conceal it. They should acknowledge the receipt of any financial support, sponsorship, or unique privileges (including privileged access to research material) related to their research, and they should strive to bring the requests and demands of their employers and clients into harmony with the principles of the historical profession. They should also acknowledge assistance received from colleagues, students, and others.

Because historians must have **access to sources** --archival and other--to produce reliable history, they have a professional obligation to preserve sources and advocate free, open, equal, and nondiscriminatory access to them, and to avoid actions that might prejudice future access. Historians recognize the appropriateness of some national security and corporate and personal privacy claims but must challenge unnecessary restrictions. They must protect research collections and other historic resources and make those under their control available to other scholars as soon as possible.

Certain kinds of research and conditions attached to employment or to use of records impose obligations to maintain confidentiality, and oral historians often must make promises to interviewees as conditions for interviews. Scholars should honor any pledges made. At the same time, historians should seek definitions of conditions of confidentiality before work begins, press for redefinitions when experience demonstrates the unsatisfactory character of established regulations, and advise their readers of the conditions and rules that govern their work. They also have the obligation to decline to make their services available when policies are unnecessarily restrictive.

As **intellectual** diversity enhances the historical imagination and contributes to the development and vitality of the study of the past, historians should welcome rather than deplore it. When applied with integrity, the political, social, and religious beliefs of historians may inform their historical practice. When historians make interpretations and judgments, they should be careful not to present them in a way that forecloses discussion of alternative interpretations. Historians should be free from institutional and professional penalties for their beliefs and activities, provided they do not misrepresent themselves as speaking for their institutions or their professional organizations.

The bond that grows out of lives committed to the study of history should be evident in the **standards of civility** that govern the conduct of historians in their relations with one another. The preeminent value of all intellectual communities is reasoned discourse--the continuous colloquy among historians of diverse points of view. A commitment to such discourse makes possible the fruitful exchange of views, opinions, and knowledge.”

Professional integrity is essential to all research activities at Michigan State University. The University has adopted formal *Guidelines for Integrity in Research and Creative Activities* at the University that highlight key principles of behavior. “Honesty in proposing, performing, and reporting research” is the foundation underlying all research activities at MSU. These guidelines can be found on-line at <http://grad.msu.edu/publications/docs/integrityresearch.pdf>. The MSU Graduate School has a companion website regarding Guidelines for Graduate Student Advising and Research Mentoring that is also on-line at <http://grad.msu.edu/publications/docs/studentadvising.pdf>.

Students whose work may have some connection with living human subjects (those doing oral histories, for example) must comply with the rules established by Michigan State’s University Human Research Protection Program. The rules and regulations may be found on-line at: <http://hrpp.msu.edu/>.

Violations of professional ethical standards shall be adjudicated by the graduate committee, the Graduate Director and the student’s advisory committee. Penalties may include a failing grade, suspension, and/or expulsion from the History Department’s graduate program.

The History Department provides mentoring to students in matters of professional ethics in its courses HST 803 and 812; and the Department expects the student’s main advisor to play a key role as a mentor and model for professionally ethical behavior.

## **Plagiarism**

Plagiarism is the practice of taking someone else’s work or ideas and presenting them as one’s own. A student commits plagiarism, when he or she submits as their own work part or all of another person’s written or spoken material, be it published or not. A student commits plagiarism if he or she copies or paraphrases from a source without acknowledging the source. A student knowingly allowing another to copy his/her work and present it as his/her own is also guilty of plagiarism.

A History instructor who discovers a graduate student has committed plagiarism on a class assignment, on a graduate (field) exam, in a dissertation or on any other work submitted for any purpose will follow the “All-university policy: Integrity of Scholarship” guidelines that are part of the “MSU Regulations, Ordinances and Policies Regarding Academic Honesty and Integrity” is

found on the Ombudsman's page (<http://www.msu.edu/unit/ombud/RegsOrdsPolicies.html>).

The policy is spelled out below. According to it, instructors, examiners and dissertation committee members may give graduate students who have plagiarized materials failing grades for assignments in which plagiarized material appears and/or failing grades in courses in which plagiarized material is submitted.

The number of cases of scientific misconduct due apparently to unintentional plagiarism continues to be substantial. Consider including, as part of the orientation materials or graduate program handbook, information on "Ithenticate", the anti-plagiarism software that is available on Desire 2 Learn (<https://d2l.msu.edu/>) as part of the "Turn-It-In" package. Ithenticate is set up so that faculty, postdocs, and graduate students can check their manuscripts for unintentional plagiarism before submitting them. Read more at: <http://tech.msu.edu/ithenticate/>

Students who plagiarize material during graduate exams will fail their exams and will not have the option to retake them unless the failing grade is changed as a part of the appeal process (below).

### **All-university policy: Integrity of Scholarship:**

The following statement of University policy was approved by the Academic Council and the Academic Senate, and serves as the definitive statement of principle and procedure to be used in instances of academic dishonesty.

- The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. (See General Student Regulation 1.00, Scholarship and Grades, for specific regulations.) Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.
- If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.
- In instances where a failing grade in a course is given only for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances.
- The student who receives a failing grade based on a charge of academic dishonesty may appeal a judgment made by a department, school, or a college. Refer to Academic Freedom for Students at Michigan State University.
- When in the judgment of the academic dean, action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the college-level hearing board, which shall have original jurisdiction. In cases of ambiguous jurisdiction, the appropriate judiciary will be randomly selected by the Assistant Provost from one of the three core colleges. Appeals from the judgment may be made to the All-University Academic Integrity Review Board. Refer to Academic Freedom for Students at Michigan State University.
- In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted, the instructor will report the case to his or her departmental or school chairperson and to the student's academic dean. The dean will then refer the case to the college-level hearing board, which shall have original jurisdiction. Refer to Academic Freedom for Students at Michigan State University

## **Section VIII - Student Conduct and Conflict Resolution**

Should grievances of any sort arise, the student is free to contact the Graduate Director and/or the Department Chairperson to find an effective way to solve his or her problem. When needed, the Graduate Committee may be called upon to resolve disputes. For guidance on these matters, the student may refer to “Graduate Rights and Responsibilities,” which is available within “Spartan Life: Student Handbook and Resource Guide.” The Guide may be found on-line, at: <http://www.vps.msu.edu/SpLife/>

### **Hearing Procedures**

The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities (GSRR)* documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the History Program has established its own Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.) For a full copy of the History Department’s hearing procedure please see the Graduate Secretary.

## Section IX-Work Related Policies

Through the awarding of Assistantships, the Department of History seeks to attract promising students into its graduate program, to secure their services for its instructional program, and to further their professional education. There are two types of graduate assistantships awarded by the Department of History: regular and guaranteed.

1. Regular appointments of graduate assistants are made by the Chair on behalf of the Graduate Director and Graduate Committee. The principal appointments for each academic year are announced by the end of March on the basis of an annual competition. Students applying to the Department for the first time and students who hold an assistantship compete on a basis of equal opportunity. All information supporting an application for consideration must be submitted each year for continuing students. In addition to the annual awards, supplementary appointments may be made at any time during the school year when demonstrated need for them exists and funds are available. In such cases the Chair acts on the advice of the Graduate Director.
2. The Department participates in the University-wide fellowship programs including University Distinguished Fellowships and University Enrichment Fellowships. These assistantships are long-term packages.
3. The Department also offers multi-year funding packages for some students as a recruitment tool. These funding commitments are contingent upon adequate progress in the student's program of study. All students who are awarded multi-year packages, both from the University and from the Department, are required to submit annual statements of progress to the Graduate Director.
4. The elements of each application (or re-application) for an assistantship are:
  - i. Teaching Assistant application provided by the Graduate Secretary
  - ii. Two current letters of recommendation from persons able to judge the applicant's recent performance (where a Guidance Committee has been formed, one letter shall be from its Chairperson); it is the applicant's responsibility to secure the submission of these letters.
  - iii. A statement from the assistant about their work area the previous year and their assignment preferences for the coming year
5. The evaluation of this material by the Committee will be done in a way that ensures that adequate attention is paid to all salient features of an applicant's record as it stands when applications are closed. While no single feature of that record is likely to be absolutely determinative, it should be understood that the Committee will:
  - a. Regard cumulative grade-point averages which fall below 3.5 for graduate work and/or the attainment of any grade below 3.0 as evidence that the applicant's academic performance is not clearly superior in quality.
  - b. Expect the prompt removal of deferred grades and Incompletes and regard the presence of deferred grades or Incompletes in regular courses as evidence of less than satisfactory academic progress.

- c. Regard with disapprobation evidence of a dilatory approach to the fulfillment of foreign language requirements (or their equivalents).
  - d. Assign considerable weight to reports of below-average performance on graduate assistant assignments; Construe failure of the comprehensive examinations as evidence of inadequate academic achievement within the terms set by the Guidance Committee.
6. Assistantship duties normally take one of three forms: the assistant may be assigned to lead discussion sections in one of the introductory survey courses, may serve as a grader in an undergraduate course with a large enrollment; or serve as the principal instructor for a course. In any case the assistant is expected faithfully to carry out the duties assigned by the course instructor. For half-time assistants these duties will normally average 20 hours of work each week.
  - a. It rests with each instructor to make clear at the beginning of each semester his/her expectations with respect to such features of the assistant's work as the keeping of office hours, other counseling activities, and the timely handling of papers and examinations. Assistants are required to attend lecture sections of the courses to which they have been assigned, even when they may previously have assisted for the same professor in the same course. While every reasonable effort will be made to match assignments with the academic interests of the assistants, in practice students must expect to be assigned to courses lying outside their preferred fields of study when enrollment and other considerations make this necessary. The failure of assistants to carry out assigned duties is regarded by the Department as prejudicial to the effective discharge of its instructional and administrative functions. It may therefore result in immediate termination of an assistantship appointment.
7. The terms which govern the appointment of graduate assistants are set by the College of Social Sciences and contain the following important provisions:
  - a. Appointment to a graduate assistantship for all or part of a given academic year carries no presumption with regard to preferred treatment when reappointment is requested;
  - b. The appointment of graduate assistants is made at Level I, II and III as determined by the University contract with the GEU. Students enter at Level I by having less than one year of experience as a graduate assistant or a full support fellow. Level II students have a master's degree or equivalent and/or two semesters of experience as a graduate assistant or a full support fellow in the employing unit. Level III is achieved when a 6 semesters as a graduate assistant have been completed, provide that they have also attained a master's degree or equivalent. The graduate assistant experience must be in the employing unit or in a department considered relevant by the chairperson or employing unit. The MSU- GEU contract is available on-lien off of the Graduate Schools' homepage, <http://grad.msu.edu>.
  - c. Stipends at all levels are set annually to take account of the changing pay structure within the University.

8. Appointment dates are list below. The employee is required to be on campus and available to their supervisor during the duration of these dates.
  - a. Fall Semester- August 16 to December 31
  - b. Spring Semester- January 1 to May 15
  - c. Summer Semester- May 16 to August 15
  
9. All TAs and RAs must complete the on-line training about the Relationship Violence and Sexual Misconduct Policy. To Access the training, login to the ORA training website at: <http://goo.gl/pLh01o>. Click "**Register**," "**Complete Registration**" and then "**Launch**" to begin the **Relationship Violence and Sexual Misconduct (RVSM) Policy - Faculty, Staff Training**. (If it indicates that you have already registered, use "**In Progress Training**", then "**Launch**"). You will want to reserve approximately 30 minutes to complete all assignments. If you need assistance, contact the Helpdesk at 517-884-4600 or [train@ora.msu.edu](mailto:train@ora.msu.edu).
  
10. The University and College have certain procedures and regulations relating to graduate assistantships which are binding on this Department.
  - a. Graduate assistantships are available only to graduate students who are actively pursuing graduate degree programs and who are making satisfactory progress toward their degrees, meeting the University and College academic standards.
  - b. Graduate assistants must be registered each semester in which they hold assistantships. The minimum and maximum credits loads are as follows:
    - i. For a half-time graduate assistant, minimum enrollment is 6 credits for non-ABD doctoral students; 1 credit for ABD doctoral students (including credits in HST 999); maximum enrollment is 12 credits (excluding credits in HST 999).

## **English Language Proficiency for International Students**

Please consult Academic Programs for university requirements for English Language Proficiency for International Students seeking employment as teaching assistants at <http://www.reg.msu.edu/UCC/AcademicPrograms.asp>.

## **Appendix I**

### **Application Procedures and guidelines**

A student seeking admission for graduate work in history must first: (1) submit an online application at <http://grad.msu.edu/apply/>, if you cannot apply online please contact the department. (2) request the registrar of each college or university attended to send two copies of each transcript directly to the Department of History; transcripts of work taken at Michigan State University need not be requested.

All applicants to the history program should have the application material in the hands of the Graduate Director **no later than December 15 for admission in the following fall semester**. Michigan State University now permits concurrent applications for admission to two graduate programs, each with a separate application fee. (Applications for teaching assistantships are included in the history department application packet.)

### **Ph.D. Program**

Admission to the Ph.D. program: Students are admitted to the doctoral program directly from the B.A. level or with the M.A. from another institution. Applicants should submit the following to their online application portal (<https://admissions.msu.edu/portal/default.aspx>): three letters of recommendation from history professors with whom the applicant has taken courses; one term paper that the applicant considers a fair representation of ability in research and writing; an intellectual autobiography and statement of intent of 500-1000 words indicating the applicant's goals in pursuing a doctoral degree.

The Department will admit a limited number of candidates each year by choosing from the applicants those best qualified to benefit from the instruction it offers. In making its decisions the Department considers the competencies of the faculty along with the needs of the students and the profession. A successful candidate will normally present a 3.75 grade-point average, though the Committee on Graduate Admissions will also weigh carefully other evidence of scholarly achievement and promise. To be considered for admission the applicant must provide all application materials by December 15 for admission in the following fall semester.

### **Foreign Student Applicants**

Foreign student applicants must also meet the University requirements for admission of foreign students. Prospective students should apply on-line at <http://www.msu.edu/user/gradschl/apply.htm>. Please contact the department if you cannot apply on-line. Two official copies of all records of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) must be submitted to the Department of History as official documents directly from each institution. These records must show courses taken and grades earned, and must be translated into English if the original records are in another language. If a translation is supplied, it should be certified as accurate and correct by an appropriate public or school official, or sponsoring agency or government. The original record should also be included. The chief academic officer of the University has authority to grant waivers of unusual entrance requirements upon recommendation of the Dean of the Graduate School.

Applicants who are able to demonstrate that they are native English speakers are excused from the TOEFL requirement. A total score of 550 with no subscores below 52 (paper version), or 80 with no subscore below 19 (22 for writing section) (Internet-based version) is required. The official report must be received by the Office of Admissions directly from Educational Testing Service.

In some instances the Department of History may waive the requirement for taking the Graduate Record Examination if other material is sufficient, and the requirement would pose a hardship for the applicant.

Please note that applicants for graduate assistantships must provide the Department with documentation of English language competency at the time of application (December 15).

**APPLICANTS FROM CHINESE UNIVERSITIES:** Please arrange for a verification report of your university academic records with the **China Academic Degree and Graduate Education Development Center (CDGDC)**. The report must be mailed directly to the department to which you are applying by the CDGDC, rather than by you or any third party.

**China Academic Degree and Graduate Education Development Center**  
Verification Division

B-17, Tongfang Scientific Plaza

No.1 Wangzhuang Road, Haidian District, Beijing, 100083, P.R.China Tel: +86-

10-82379480

Fax: +86-10-82378718 (24 hours)

Email: [cqv@cdgdc.edu.cn](mailto:cqv@cdgdc.edu.cn) Website:

[www.chinadegrees.cn](http://www.chinadegrees.cn)