



Department of History

Graduate Student Handbook

2009-2010

TABLE OF CONTENTS

History Department Faculty	3
Administrators, Advisors, and Staff	5
General Procedures and Information	6
M.A. in History: General Requirements	10
Double Degree Program in History and Law (M.A./J.D.)	12
Ph.D. in History: General Requirements	13
Program in Social History and Policy	18
Program in the History of Science, Technology, Environment & Medicine	20
The Dissertation Prospectus	21
The School of Graduate Studies Website	23

REGULAR FACULTY IN HISTORY

Molly Berger, Ph.D. (Case Western Reserve University)
Associate Dean, College of Arts and Sciences; Instructor, Department of History
American Social/Cultural History; History of American Technology

John Broich, Ph.D. (Stanford University)
Assistant Professor
Environmental History of Modern Britain and its Empire; Early Modern England; Early
Modern British Isles; Global Environmental History

Daniel Cohen, Ph.D. (Brandeis University)
Associate Professor
Early American History; Early American Literature; 18th century British History

John Flores, Ph.D. (University of Illinois at Chicago)
Assistant Professor
Mexican American History; Immigration; Labor

Jia-Chen Fu, Ph.D. (Yale University)
Assistant Professor (appointment begins Aug. 2010)
Qing and Twentieth-Century China; Medical History; Cultural History

David Hammack, Ph.D. (Columbia University)
Hiram C. Haydn Professor of History
U.S. History; Urban and Economic History; History of Social Policy;
Nonprofit Organizations

Marixa Lasso, Ph.D. (University of Florida)
Associate Professor
Latin American History, Race and Nationalism

Kenneth F. Ledford, Ph.D. (Johns Hopkins University)
Associate Professor
Modern German History; European History; International Relations; Legal History

Miriam Levin, Ph.D. (University of Massachusetts)
Associate Professor
History of European Technology; Modern French Cultural and Intellectual History

Alan Rocke, Ph.D. (University of Wisconsin-Madison)
Henry Eldridge Bourne Professor
History of Science; Science, Technology, and Society

Jonathan Sadowsky, Ph.D. (Johns Hopkins University)
Theodore J. Castele Associate Professor in Medical History and Chair
African History; History of Medicine; Method and Theory

Renée Sentilles, Ph.D. (College of William & Mary)
Associate Professor
Women's History; American History; American Studies

Peter Shulman, Ph.D. (Massachusetts Institute of Technology)
Assistant Professor
History of American Technology; Environmental History; US Foreign Relations

Theodore Steinberg, Ph.D. (Brandeis University)
Adeline Barry Davee Distinguished Professor of History and Professor of Law
Environmental History; Social History of Law; 19th-20th Century American History

Gillian Weiss, Ph.D. (Stanford University)
Assistant Professor
Early Modern France; Early Modern Europe

Rhonda Williams, Ph.D. (University of Pennsylvania)
Associate Professor
Modern U.S. History; African-American History; Race and Gender

OTHER HISTORY FACULTY

Marcia Butler, Ph.D. (Cornell University)
Visiting Assistant Professor
East Asian History

Robert Chase, Ph.D. (University of Maryland)
Post-Doctoral Fellow in African-American Studies, Department of History
US Social, Cultural, and Political-Cultural History; African-American History; Punishment
and Crime; Social Movements and Civil Rights

John Grabowski, Ph.D. (Case Western Reserve University)
Krieger-Mueller Associate Professor in Applied History
(Director of Research, Western Reserve Historical Society)
American Immigration History; the Progressive Era; Archives and Manuscripts;
Local History

Lisa Hazirjian, Ph.D. (Duke University)
SAGES Post-Doctoral Fellow; Lecturer, Department of History
Social Movements; Public Policy; Political Culture; Community Studies; Oral and Public
History

Bernard Jim, Ph.D. (Case Western Reserve University)
SAGES Post-Doctoral Fellow; Lecturer, Department of History
History of Technology; Urban History

Nora Morrison, Ph.D. (Harvard University)
SAGES Post-Doctoral Fellow; Lecturer, Department of History
African American History; History of Popular Culture

Elizabeth Todd, Ph.D. (The Ohio State University)
Lecturer, Department of History
Medieval History; Byzantine History; Ancient History

HISTORY DEPARTMENT STAFF

Jonathan Sadowsky Department Chair	jonathan.sadowsky@case.edu Room 104 x2622
Renee Sentilles Director of Undergraduate Studies	renee.sentilles@case.edu Room 206 x5413
Daniel Cohen Director of Graduate Studies	daniel.cohen@case.edu Room 202 x4165
Marissa Ross Department Assistant	marissa.ross@case.edu Room 106 x2380
Kalli Vimr Department Secretary	kallisto.vimr@case.edu Room 106 x2625

GENERAL PROCEDURES AND INFORMATION

Note: This document supersedes all previous editions of the History Department's Graduate Student Handbook. However, it does not and cannot displace the *general* rules and regulations of the School of Graduate Studies published in the CWRU General Bulletin. Please read these regulations carefully; it is the responsibility of the student to become familiar with the rules and regulations both of the School and of the Department of History. The student should occasionally check his or her file in the Graduate School to ensure that it accurately reflects the student's progress toward a degree. Because graduation deadlines change each semester, students should also verify dates relevant to their graduation.

Selecting an Advisor

New graduate students receive their initial advising from the Director of Graduate Studies, and should, within the first one or two semesters, find from among the regular full-time faculty of the Department of History, an advisor for the M.A. thesis (for M.A. students), or a research advisor for the qualifying examinations and the Ph.D. dissertation. The advisor must approve both the overall Planned Program of Study (see below), and the specific courses to be taken each semester. Each student should make certain to talk with her or his advisor at the beginning of each semester, to ensure that the student's work is on track and in line with graduation requirements. (For further details see below, Examinations and Theses.)

Setting up the Program of Study

Each student must work with an advisor to design, and as necessary to update, a formal "Planned Program of Study" (PPOS) that will enable the student to complete all departmental and university requirements in order to receive the degree. **The PPOS, listing all coursework, theses, dissertations, seminars, etc., required to complete the student's degree program must be submitted approved by the School of Graduate Studies no later than the end of the second semester of graduate study.**

The student must submit the PPOS electronically into the Student Information System (SIS). For instructions, see <https://www.case.edu/projects/erp/learning/sisguides.html> or contact the department. If there is some uncertainty as to exactly which courses will be taken in subsequent years, the program should be designed as completely as possible, specifying the total number of credit hours required for the degree. When details become known, or change, the student must resubmit the PPOS for approval. Once the student has posted a plan of study or revision in the student information system, the student's advisor will be notified and will approve or deny the proposed plan. Final approval will then come from Graduate Studies, which has responsibility for enforcing the university's general rules.

Examinations and Theses

The **Permanent Record Form** of the School of Graduate Studies is a multi-purpose form. Each student is responsible for making sure that the form is kept up-to-date as he or she works toward the degree. As early as possible, each student should select a **research advisor** from among the department faculty; the advisor must indicate agreement to serve by signing the Permanent Record Form.

The **master's thesis committee**, consisting of an advisor and two other History Department faculty members, is created by the degree candidate and his/her advisor. It is the student's responsibility to ask faculty members to join the committee. The student should expect to work closely with the advisor in designing, researching, and writing the thesis. Once the student and the advisor agree that a thesis is ready for defense, the student should contact each committee member to find an appropriate day and time. (Mather House Room 100 or Room 203 can be reserved through the Department Assistant, who can also help find a room through Room Control, extension 4328.) The thesis defense may result in approval of the thesis as it stands, in a request that the student make specific changes subject to the approval of the advisor (and, sometimes, of one or both of the other members of the committee), or in a request that the student revise the thesis and present it for a second full defense. Once the thesis is approved, the student should fill out the enclosed Thesis Defense Form and give it to the advisor for signature; the student should then hand the signed form to the Department Assistant.

Students pursuing the Ph.D. should think carefully about choosing a dissertation **research advisor**, who must be a regular tenure-track faculty member of the History Department. It is usually wise to talk to a number of faculty members in order to match interests and styles as well as possible; there must be mutual agreement between student and faculty member. The faculty member will then sign the School of Graduate Studies Permanent Record Form officially accepting designation as the student's research advisor.

Ph.D. students should select courses, in consultation with their research advisors, that will advance their knowledge of the fields in which they wish to teach and do research, and that will help them prepare for the Ph.D. qualifying examinations. As a student nears completion of Ph.D. course work, he or she should confer with the research advisor regarding the selection of **faculty examiners** (see the appropriate program description for further details in forming this committee). The student should contact each member for agreement to serve on the committee. When the advisor and student agree that the student is ready, each committee member should be contacted to set a date, time and place for the examination. Once the student has successfully completed the Ph.D. qualifying examinations, he or she should be sure that the School of Graduate Studies Permanent Record Form (Advancement to Candidacy) is signed and given to the Department Assistant. This step constitutes "**advancement to candidacy**," and the student is thenceforth classified as a Ph.D. candidate. About the time of advancement to candidacy the student may begin enrolling in HSTY 701, Dissertation Research, normally from one to three credits per semester. A minimum of eighteen credits of 701 is required.

The dissertation. Ph.D. students should begin to think about potential dissertation topics as soon as they start course work. Once a student has passed the qualifying examinations, he or she should work with his or her dissertation/research advisor to identify the other members of the **dissertation committee**: two other History Department faculty, and one faculty member from another CWRU department. The names of all dissertation committee members must be added to the student's School of Graduate Studies Permanent Record Form. The committee members do not need to sign the form, but the student should have their agreement before adding their names. Each student should work closely with the dissertation advisor in designing, researching, and writing the dissertation. Usually, it is very helpful to prepare a preliminary dissertation prospectus and to ask the full dissertation committee to review the prospectus at a formal meeting within a few weeks of the qualifying examination. The prospectus can then serve as the basis of applications for fellowship and travel funds to support work on the dissertation.

Once the student and the advisor agree that a dissertation is ready for defense, the student should contact each committee member to find an appropriate day and time. (Mather House Room 100 or Room 203 can be reserved through the Department Assistant, who can also help find a room through Room Control, extension 4328.) At this point the student should contact the School of Graduate Studies for the formal requirement for scheduling a dissertation defense and completing the degree. The dissertation defense may result in approval of the dissertation as it stands, in a request that the student make specific changes subject to the approval of the advisor (and, sometimes, of one or both of the other members of the committee), or in a request that the student revise the dissertation and present it for a second full defense. Once the defense has been passed, the research advisor signs the Permanent Record Form one last time. The form should be returned to The School of Graduate Studies.

Throughout the degree program the student will need to set up various meetings with the advisor and committee members. Students are responsible for setting up their own meetings. Students are also responsible for knowing the deadlines and other requirements of the School of Graduate Studies, and for meeting the school's requirements.

The C.W.R.U. Department of History cannot guarantee tuition support for any graduate student after the School of Graduate Studies' limit of five years from "Advancement to Candidacy." At that point each student must apply for an extension from the SGS; the extension must be renewed annually. Also at that point, each student may apply for additional tuition support, on an annual basis, to the Graduate Council, with a letter from the advisor that addresses the student's progress and prospects.

Electronic Theses and Dissertations (ETD's)

All Ph.D. and Master's Plan A students are required to submit dissertations or theses electronically to the School of Graduate Studies through OhioLink. Paper submissions are no longer required or accepted by Graduate Studies. Complete instructions can be found in the Graduation Packet.

Graduation Packets

After fulfilling the above degree requirements the student will need to download a graduation packet from the Graduate Studies website, under information for current students: <http://www.case.edu/provost/gradstudies/graduation.html>. The information in this packet is indispensable—it will cover all aspects of the graduation process. In order for the History Department to help the student through graduation, he or she should keep the departmental office up-to-date through the entire process. Most deadlines are set by the academic calendar; however, **students are required to submit the Notification for Scheduling the Final Oral Exam Form three weeks prior to the scheduled defense date**. By signing this form, the adviser is indicating that the work is ready to defend. The defense must be published on the University Calendar and open to the campus community.

Deadlines

The calendar issued by the School of Graduate Studies for the current semester can be found under information for current students, here: <http://www.case.edu/provost/gradstudies/calendar.html>. This calendar will give an idea of the deadlines one is expected to meet as graduation nears. The calendar for the semester the student will graduate should be accessed before the student's last semester at CWRU.

Grades

The School of Graduate Studies requires certain minimum quality-point averages (or grade-point averages) to maintain “good standing” in Case graduate programs and to earn degrees; the following language is abstracted from the School of Graduate Studies Handbook for 2009-10:

- Students whose quality point averages fall below minimum standards (3.00 for doctoral students; 2.75 for master's) will automatically be placed on probation until the minimum standards are achieved.
- A student will be subject to separation from the university for . . . (1) Failure to achieve a quality-point average of 2.50 or higher at the completion of 12 semester hours or 2 semesters of graduate study. (2) Failure to achieve a quality-point average of 2.75 or higher at the completion of 21 semester hours or 4 semesters of graduate study.
- Unless otherwise stated by the department, a minimum cumulative quality-point average of 2.75 is required for the award of the master's degree, and a minimum cumulative quality-point average of 3.00 is required for award of the doctoral degree.

The History Department views a “B” as the minimal acceptable course grade for its graduate students, regardless of track or degree program.

Incompletes

By University policy, incompletes are to be requested or granted only in highly unusual situations, in which only a small portion of course requirements still need to be satisfied, and catastrophic circumstances intervene with completion. Any courses still carried by the registrar on a student's transcript as incomplete will disallow either advancement to Ph.D. candidacy, or graduation with M.A. or Ph.D.

Institutional Review Board Approval

The majority of historians do research that does not require review and approval by an institutional review board. There are exceptions, though. Much research that involves living people, and particularly oral history research, will require approval from the CWRU Institutional Review Board, and that approval may require a plan for obtaining consent from the interviewees. Another example of research that will need to be cleared by the IRB is medical research that involves patient records. If you have any uncertainty about whether your research requires IRB approval, you should consult with your advisor and with the Office of Research Administration. It is the student's responsibility to determine whether the research requires IRB approval.

M.A. IN HISTORY: GENERAL REQUIREMENTS

Course Work

Candidates for the M.A. degree must complete a minimum of 27 credit hours of course work in history or a related field, approved by the Director of Graduate Studies or the student's thesis advisor. No more than 9 of these credits can be taken in 300-level (advanced undergraduate) courses. Required courses include HSTY 470: Historiography, Method, and Theory. Normally this course is taken in the fall semester of the first year. Candidates must also take 6 credits of HSTY 651 (M.A. thesis research). This course allows the student and thesis advisor to devise a program of readings and discussion that will give the student a historical framework upon which to construct his or her research. Students should consult with the Director of Graduate Studies or their own advisor in constructing the program of additional courses that will be most useful to them. Students who expect to continue through the Ph.D. can begin taking courses required for the relevant program as soon as they begin work on the M.A. Students may not graduate with an incomplete on their transcript.

A student who is enrolled full time in the Master's degree program should plan to complete all work for the Master of Arts in History degree within not more than three semesters. The M.A. requires 27 hours of course work; the student should plan to take that work over three consecutive semesters, usually Fall and Spring of the first year and Fall of the second year. Six of the 27 required credit hours are in HSTY 651, supervised work on the M.A. thesis. Ideally, each student will begin that work in the spring semester of the first year, do additional research and writing on the M.A. thesis in the summer, and complete the writing and defense of the M.A. thesis in the fall of the second semester.

The M.A. Thesis

The capstone of the master's program is the completion of a thesis. This project gives the student the opportunity to define a problem appropriate for historical analysis, conduct research in both primary and secondary sources, and develop an interpretation based on one's own research and that of other historians. The M.A. thesis should be 40-60 pages in length, and should be conceived as a potential article manuscript for a scholarly journal, which means that it should frame a historical problem or set of questions pertinent to the subject matter, address a body of historiographical literature, and mount an original argument. You can find information on electronic theses at the SGS website, here: <http://www.case.edu/provost/gradstudies/etd/etd.html>

The thesis itself. Because the thesis provides the mechanism for one to "practice history," it is important that it meet certain basic standards of structure and style. At the simplest level, it should be well written. Historians pride themselves on their ability to write, and consider full command of English to be essential; history is a persuasive art, and persuasion rests on language. The thesis should be well documented with foot- or endnotes, and have a complete bibliography of both primary and secondary sources all within the 60-page maximum.

Choosing a topic. There are two key issues to keep in mind when choosing a thesis topic. First, make sure it is a topic you like. You will be devoting much time and energy to writing this thesis, and if you aren't interested in the topic the effort will be onerous. Second, be practical. Choose a topic that can be completed in a reasonable amount of time and that can be done locally, which might mean using sources borrowable on microfilm. You might be interested in, e.g., class formation in industrialized societies, but you don't have the time now to research and write a multi-volume opus. You do have the time and resources to study, for example, a Cleveland neighborhood in detail to see how ethnicity and class interacted and changed over half a century. The actual choice of your topic should be made in consultation with the thesis advisor. She or he will not define the topic for you, but rather will help you to refine your ideas into something that can actually be done. Also, always feel free to consult with other faculty. They will have ideas and suggestions that might be helpful to you. Your thesis committee will consist of your advisor and two other faculty members; talking with other faculty members will help you select that committee.

The mechanics of writing, defending and submitting a thesis. If the student plans to complete the M.A. in a year, the thesis, with all the approvals and forms, must be in the Graduate School Office by approximately 15 April. That deadline means that the student should plan to have the completed thesis to all three members of the committee two weeks earlier. Two weeks usually allows adequate time for committee members to read the thesis, to have an oral defense of the thesis, and to allow the student time to make changes and corrections. If the student has had consistent contact with his or her advisor and other committee members, there should be no problem with that time frame. If they have not been kept advised of the student's progress, they may want changes that require

more time. If the deadline is missed, the student's degree will be delayed by at least a semester.

THE DOUBLE DEGREE PROGRAM IN HISTORY AND LAW (M.A. / J.D.)

The Franklin Thomas Backus School of Law and the Department of History at Case Western Reserve University have adopted a joint J.D./M.A. program. Students must be admitted to both the School of Graduate Studies/Department of History, and the School of Law; it is possible to complete both degrees in three and one-half academic years, or in three academic years and two summers of study.

Completion of the J.D. normally requires 88 hours; completion of the M.A. in history normally requires 27 hours. To acquire both a J.D. and an M.A. outside the joint program would necessitate a student completing a total of 115 hours. Under the program, the School of Law and the Department of History have agreed to double-credit up to nine hours of approved courses in either law or history. Therefore, a student would need to complete a total of 106 hours for the joint degrees.

The history M.A. portion of the joint program is constructed in accordance with the requirements of the Graduate School Plan B (M.A. without thesis). A student may, however, pursue Plan A and write a master's thesis. Two distinct groups of courses are required for fulfillment of the M.A.

1. Nine credit hours in courses given *either* by the School of Law, which are accepted as cognate credit by the Department of History; *or* 9 credit hours in courses given by the Department of History which are accepted as cognate credit by the School of Law; or any combination to a maximum of 9 credits thereof.
2. Fifteen (15) credit hours in history courses, at the election of the student, ordinarily including HSTY 470: Historiography, Method, and Theory; HSTY 476: Seminar in Comparative History; and HSTY 479: Historical Research and Writing. If a student chooses Plan A, the thesis option, two semesters—six credit hours—of HSTY 651: Supervised Work on the M.A. Thesis, are also required.

Students in the master's program must pass an oral examination on their course work or a defense of their master's thesis. The examination will be scheduled in the final semester of residence.

All master's candidates must consult with the director of the M.A./J.D. program each semester in planning their programs of study.

PH.D. IN HISTORY: GENERAL REQUIREMENTS

I. Admission to the Ph.D. Program

Every student finishing an M.A. at CWRU who wishes to proceed on to a Ph.D. must apply in writing to the Director of Graduate Studies. To rule on this application, the Director of Graduate Studies will appoint an ad hoc committee of three regular History Department faculty members who have been directly involved with the student's program. The student will be notified promptly of the decision of this committee. Applicants with an M.A. from another university apply to the Ph.D. program by filling out the University's normal application form.

II. Research Advisor

Upon entering the Ph.D. program the student must select a primary advisor from the department faculty, who will help the student plan a program of study and who will most likely direct the dissertation. The advisor should be skilled in the area of study desired by the student. The student should consult with the Director of Graduate Studies about this choice. If in the course of study the student wishes to select another advisor, he or she should again consult with the Director of Graduate Studies. If a new advisor is selected, a new course of study must be agreed to by the student and advisor. For more details, see above under General Procedures and Information, pp. 6-7.

III. Course of Study

Students entering the Ph.D. program with an M.A. or its equivalent, regardless whether the M.A. was from CWRU or not, must take a minimum of 24 additional credit hours of pre-dissertation course work, and 18 credits of HSTY 701 (dissertation research). HSTY 470 (unless taken for the M.A.), HSTY 476, and HSTY 479 are also required. The HSTY 651 (MA thesis research) requirement for the M.A. at CWRU does not count toward the Ph.D. coursework requirement. The minimum cumulative grade-point average is 3.0. Beyond these general guidelines, there are no specific course requirements for the traditional Ph.D. However, the programs in Social History and Policy and in the History of Science, Technology, Environment and Medicine specify additional courses which must be satisfied (see below).

IV. Residency Requirement

To fulfill the university's residency requirement, every Ph.D. student must be enrolled for at least six consecutive full- or part-time academic semesters.

V. Time Limits

All requirements for the M.A. must be satisfied within five years of initial matriculation. All requirements for the Ph.D. must be satisfied within five years of initial registration in HSTY 701 (Ph.D. dissertation research).

VI. Leaves of Absence

Students are expected to maintain continuous registration from entry through graduation. If a student finds it impossible for whatever reason to enroll for at least one credit hour, he or she must request a leave of absence by writing the Department Chair in advance of that semester, explaining the reasons for the leave. Such leaves must also be approved by the Dean of Graduate Studies, and are not automatically granted. Leaves of absence do not extend the time limits mentioned in the previous section. A student on leave may not use any University resources, including faculty consultations.

VII. Predoctoral Standing

A student who has not yet advanced to candidacy may begin 701 research registration with departmental approval. The student must have completed, or will complete in the following semester, all required coursework. It is presumed that the student will take all exams during the current semester following the one in which Predoctoral Standing is granted. A student with Predoctoral Standing may register for 1-6 credit hours of 701 research. **Once registration for 701 research begins, the student must register for 701 every semester until graduation.** The form is here:

http://www.case.edu/provost/gradstudies/docs/Predoctoral_Standing2.pdf

VIII. Qualifying Examinations

After completing the required courses, each student must pass comprehensive qualifying examinations in four fields in order to “advance to candidacy” for the Ph.D. Ordinarily, a student will take these examinations in the semester following completion of the required course work program. Preparation for each field is directed by a field advisor, decided upon jointly by the student and her/his research advisor; generally, a student will have taken course work or independent study work related to these exams with each of the examiners. The department also encourages students to form their own comprehensive exam study groups. The two seminars in American historiography, each offered annually, are designed to help students prepare for the exams in U.S. History.

The purpose of the Comprehensive Examination is twofold: to assure that each candidate for the Ph.D. knows the secondary literature well enough to teach in his or her chosen fields; and to assure that each candidate is well prepared to undertake significant original research.

The comprehensive examination includes a written examination in each of the student’s four fields, and a single oral examination covering all four fields. At least three of the fields should be in history; one field may be in a cognate discipline that is particularly relevant to the student’s planned research. A member of the CWRU tenure-track faculty conducts each written examination and sits on the oral examination committee; if the field is in a cognate discipline, the examining CWRU faculty member may come from outside the History Department. In most cases, the field will be defined in part by a

reading list prepared and agreed upon by the student and the examining faculty member. There must be no fewer than three faculty members on the oral exam committee.

Fields:

Students will prepare four fields for their comprehensive exams. Some examples of fields and types of fields are provided below. It is often advisable for students specializing in U.S. History to complete fields in U.S. History to 1860 and U.S. History since 1860, but all decisions regarding fields should be made in consultation with prospective field advisors, each student's prospective research (dissertation) advisor, and the Director of Graduate Studies, and should be planned so as best to support (a) dissertation research, (b) planned teaching specialties, and (c) other aspects of each student's professional development:

- I. U.S. History to 1860 (students not specializing in U.S. History might study a different region and period, such as one of those listed under IV[b] below, or an appropriately defined field in Comparative History)
- II. U.S. History since 1860 (students not specializing in U.S. History might study a different region and period, such as one of those listed under IV[b] below, or an appropriately defined field in Comparative History)
- III. A topical specialty, such as Social History and Policy, History of Science, History of Technology, Environmental History, History of Medicine, Legal History, African-American History, Women's History, or Cultural History.
- IV. A field in one of the following three categories **(a)** a second topical specialty; OR **(b)** a region or regions outside the student's primary regional field (for example, U.S. History specialists might study Modern World History, Modern European History, Latin American History, African History, or Asian History); OR **(c)** a methodological or disciplinary specialty, such as Social Theory, Statistics, Anthropology, Art History, or Museum Studies.

The above field outline is intended to be illustrative, not normative.

Ordinarily, each student will write between one and three essays, on a topic (or topics) designated by the examiner, for each examination field. At the examiner's discretion, those essays will either be (1) written in their entirety over the course of one or two days, each within a pre-determined span of three or more hours, or (2) written without specified time constraints but submitted by an agreed upon date. In either case, students may discuss essay topics in advance with their examiners and may (at the discretion of the examiner) be permitted to use notes and books in writing their essays, but students are not permitted to incorporate previously-written materials (such as course papers or excerpts from course papers) into their essays unless explicitly authorized by the examiner. If explicitly authorized by the examiner, papers produced

to fulfill the writing requirements for graduate-level independent studies courses taken with that examiner may also serve as comprehensive-exam essays under option (2).

Each examiner will evaluate the student's written work for each field. Regardless of the number of essays prepared and regardless of whether or not time constraints are imposed, the written work for each field will be evaluated in its entirety as a single "written exam" and will be judged to have either "passed" or "failed." If a student should fail one of the written exams, he/she may take that exam a second time. The oral exam will be given only after the student has passed all four written exams. If a student fails two written exams, the entire examination process must be started again. A written examination in any field may not be taken more than twice.

Ordinarily, the oral exam must be taken within two weeks after the day that the last of the written exams is submitted.

The oral examination ordinarily takes two to three hours. In order to pass the oral examination, a student must perform adequately in all four of the fields. If a student fails to perform adequately in one or more of the fields, he/she will have one opportunity to re-take the exam. All of the examiners from the first oral exam will ordinarily attend the re-take, but the second oral exam will focus primarily on the field or fields in which he/she failed to perform adequately in the first exam.

If a student fails a written examination or the oral examination twice, he or she may not continue toward the Ph.D.

IX. Dissertation

Upon successful completion of the qualifying examinations and advancement to candidacy, the student can register for one to nine credits per semester of HSTY 701 (in some cases and with permission of the research advisor, students may enroll in HSTY 701 shortly before completion of the qualifying exams). A minimum of 18 hours of HSTY 701 is required, and students must be registered for HSTY 701 during the term they complete and defend the dissertation. The five year "clock" for completion of the PhD begins with initial 701 registration. (Information on Electronic dissertations can be found in the School of Graduate Studies website, under information for current students, here: <http://www.case.edu/provost/gradstudies/etd/etd.html>)

The dissertation is the distinctive and one of the most important and demanding parts of the Ph.D. program. The Department expects each dissertation to be an original contribution to historical knowledge and a demonstration of ability to complete original research in primary materials and construct an effective scholarly argument. A doctoral dissertation represents original scholarship and as such must be based upon either: 1) a substantial body of unpublished information, or 2) published primary materials of historical significance such as court records or census data. The final dissertation must exhibit sustained inquiry of high quality, meeting the usual standards of scholarship in the discipline of history. It must conform to the dissertation regulations of the School of Graduate Studies; it is the student's responsibility to know and follow those regulations.

The formal steps involved in starting the dissertation are: The selection of a prospective **research (dissertation) advisor** from among the regular Departmental faculty by the student, with the advice and approval of the Director of Graduate Studies; the definition of a **dissertation topic** with the advisor's approval; and the creation of a **dissertation committee** (selected through consultation with the research advisor, permission secured from each member, and then reported to the Director of Graduate Studies). Under university rules, the dissertation committee will normally consist of three members of the History Department and one member of another department at Case Western Reserve University. These steps must be completed in the semester following successful completion of the qualifying examinations, but ideally the student will begin to identify a research advisor and define a dissertation during the first year of Ph.D. course work. The student and her or his research advisor will determine a **schedule** for research and writing which should ordinarily include the drafting of a **dissertation prospectus**. It is always a good plan to schedule a discussion of the prospectus with a student's entire committee early in the process. The student should continue to consult with his or her dissertation advisor and committee at appropriate times during the period of dissertation research and writing.

X. Defense of the Dissertation

The student and advisor must jointly agree that the dissertation is ready for the oral defense. The copy which the committee receives prior to the oral defense must include the complete scholarly apparatus of front matter, footnotes, and bibliography, but may have a limited amount of clear handwritten corrections, and need not adhere to the format requirements for the final version to be submitted to the University.

The date for the oral defense is scheduled by the advisor in consultation with the student. The examining committee, formally nominated by the Dean, will usually consist of the student's dissertation committee. At least ten days prior to the defense the committee must receive copies of the dissertation. If the dissertation is inadequate in form or content the committee may withdraw permission to proceed to the defense and may make suggestions for change. The defense will last approximately two hours.

At the conclusion of the defense, the committee will choose to 1) accept the dissertation and recommend the student for the Ph.D. degree, or 2) require changes in the dissertation. If the required changes are substantial, a new defense may be necessary.

SOCIAL HISTORY AND POLICY

I. General Description

The Ph.D. Program in Social History and Policy (SHP) provides an opportunity to apply the perspectives and insights of modern history social history to the formation of policy. The program is particularly directed to such fields as social welfare, nonprofit organizations, environmental reform, public health, aging, law, labor relations, family life, education, and museum and cultural policy. A Ph.D. degree in Social History and Policy offers the option of combining academic study with policy-making experience: it prepares students for careers in college and university teaching, as well as a variety of other fields, including nonprofit management, health and welfare planning, education administration, and museum work.

Beginning in 1983, with help from a major grant from the National Endowment for the Humanities, the program in Social History and Policy has graduated 40 Ph.D.s through May 2007. Half a dozen graduates of the SHP program have published books; more than twenty others have published scholarly articles. SHP Ph.D.s have received tenure at the University of Michigan, Kent State University, Oberlin College, the College of Wooster, Cleveland State University, and other college and universities, and are employed at a variety of policy-oriented nonprofit organizations; one graduate is executive director of National History Day.

Students who have already earned an M.A. in history or in a relevant academic or professional field, and who devote full time to the program, can complete the requirements for a Ph.D. in three years. Students whose employment prevents them from devoting full time to the program may find that it takes four or more years to complete the requirements.

Those who enter the program without an M.A. will usually need to complete an additional year of course work and earn an M.A. before moving on to the Ph.D.; those who have not completed sufficient work in history may find it necessary to take additional course work to gain familiarity with the historical literature and with contemporary modes of historical analysis.

The Ph.D. Program in Social History and Policy includes at least 24 credit hours of courses, followed by the qualifying examinations; and 18 credit hours of supervised work on the dissertation in HSTY 701, culminating in an oral defense of the completed work. Full-time students can complete the 24 hours of course work in three semesters. Most students find that they need at least one additional semester to prepare for the qualifying examinations; some need an additional year, occasionally more. A dissertation is a substantial work, and often requires three or more years for completion.

II. Advising Procedures

Plans for the student's work during the first year will be made in consultation with the Director of Graduate Studies. As early as possible, each student should select a potential research advisor, who must be a regular member of the History Department faculty. The

Director of Graduate Studies will assist in this selection, and both must be informed of each student's selection.

III. Master's Degree

See the general description on p. 8. Students are urged to consult closely with the Director of Graduate Studies to construct an appropriate sequence of courses.

IV. Ph.D. Course Work

Each Social History and Policy Ph.D. student must complete at least 24 hours of course work. This is a carefully structured program, and most courses are required. However, within each course, written assignments will be tailored, where possible, to each student's specific interests. The following six courses (18 credit hours) are required:

- HSTY 410: Early American Historiography
- HSTY 411: Modern American Historiography
- HSTY 470: Historiography, Method, and Theory
- HSTY 476: Seminar in Comparative History
- HSTY 477: Modern Policy History in the US
- HSTY 479: Historical Research and Writing

The remaining six credits can be in elective courses in a field relevant to the student's interest.

Students may wish to take additional course work, either in the Department of History, in another department in the College of Arts and Sciences, or in one of the university's professional schools. Additional courses are usually selected to help the student prepare for the Ph.D. qualifying examinations or to explore the specific field of social policy in which the student intends to write. The Director of Graduate Studies will help arrange for such course work where possible. Students receiving financial aid should note, however, that the department's resources are not sufficient to allow it to support extensive work beyond the required courses.

V. Ph.D. Qualifying Examinations

See General Requirements for the Ph.D. in History, pp. 11-14.

VI. Internships

Many students in the Social History and Policy Program find that they benefit from participation in policy-related internship positions. The practical experience of policy analysis and implementation can be invaluable not only to those who wish to work as policy analysts or administrators, but also to those who plan to write and teach about the history of social policies. The Director of Graduate Studies and other members of the department will advise students about the search for an internship, and will work with students who are serving internships to make them as productive as possible. From time to time the Social

History and Policy Program will arrange seminars at which interns (and students who have done other appropriate policy work) can share their experiences with others in the Program.

VII. The Dissertation

Social History and Policy dissertations must bring historical knowledge to bear on a significant problem of contemporary social policy. In order to complete such a dissertation in the timely fashion required by the Social History and Policy Program, the student must begin work on the dissertation almost as soon as he or she begins Ph.D. course work. In particular, each student must: (1) define an area for dissertation research as soon as possible, preferably by the end of the first semester of Ph.D. course work; (2) focus sharply on a problem that is significant both for its historical importance and for its relevance to contemporary policy; and (3) select a problem for which the necessary primary sources are available and accessible.

For Social History and Policy dissertations, it is necessary to prepare a dissertation prospectus under the supervision of the research advisor, and to present the prospectus to the dissertation committee, also during the semester immediately following the completion of the qualifying examinations. The dissertation prospectus is usually a paper of about twenty-five pages; it specifies the research problem to be addressed by the dissertation, suggests hypotheses to be investigated, identifies the primary sources to be examined, and shows how the proposed dissertation will contribute to the relevant historical and policy literature. The dissertation committee will make suggestions about the prospectus and may require that the student revise it for approval. The student must keep the dissertation committee informed of progress as required.

HISTORY OF SCIENCE, TECHNOLOGY, ENVIRONMENT, AND MEDICINE

I. Master's Degree

At the time of its birth four decades ago, the graduate program in the History of Science and Technology shared space and personnel at CWRU with the newly formed Society for the History of Technology (SHOT) and its journal, *Technology and Culture*. In the years since, graduates and faculty in the program have served as secretaries of both SHOT and the History of Science Society, edited *Technology and Culture*, served as President of SHOT and President of the International Committee for the History of Technology (ICOHTEC), and won the Dexter Prize, the da Vinci Prize and many other honors in both the history of technology and the history of science.

The program in Science, Technology, Environment, and Medicine (STEM) provides areas of particular strength in the social and cultural history of technology, technology and science policy, environmental history and policy, the history of the physical sciences since the Renaissance, gender issues in technology and science, and the history of medicine.

During the first year of full-time study, students will take the relevant graduate literature survey courses, choosing three out of the following five course offerings: HSTY 378, 402, 451, 452, and 495. Students will also take History 470: Historiography, Method, and Theory. A minimum of 27 semester credit hours (nine courses) is required for the master's degree. The student, in consultation with the Director of Graduate Studies or the student's thesis advisor, will decide the particular choice of courses. No more than nine credits of 300-level courses may be taken. Six credits of HSTY 651 (Thesis Research) and a master's thesis are also required (included in the 27 total hours). For other details on the Master's program, see the description on pp. 8-9.

II. Ph.D. Course Work

The student must complete 24 credit hours (excluding dissertation credit hours) of courses, seminars, and independent study approved by his or her advisor, including the courses listed above, plus HSTY 470 (if not already taken for M.A.), History 476, and History 479. Students coming into the Program with an appropriate master's degree from another university, or with a master's degree from Case Western Reserve University in a program other than a History Department program, must also complete a minimum of 24 hours of course work. Other details are given on page 11.

III. Qualifying Examinations

See General Requirements for the Ph.D. in History, p.11-14.

IV. Dissertation

A general description of the dissertation process can be found above. The student must have a dissertation advisor and will select a dissertation topic in consultation with that advisor. It is recommended that the student read a brief prospectus of the dissertation at a meeting of Program faculty and students by the end of the second semester after being advanced to candidacy. This will inform others of the student's research and will provide an early opportunity for criticism. A dissertation represents original scholarship and as such must be based upon either (1) a substantial body of unpublished records, or (2) published primary materials of historical significance, such as a scientist's books and articles. The final dissertation must exhibit sustained inquiry of high quality, meeting the usual standards of scholarship in the field. It must conform to the dissertation regulations of the School of Graduate Studies; it is the student's responsibility to know and follow those regulations. The dissertation defense is the last step in the process; for a description, see above, p. 14.

THE DISSERTATION PROSPECTUS

A Dissertation Prospectus is a description of a proposed Ph.D. research project, prepared to help the student think the project through and to obtain useful advice and suggestion from the dissertation chair and committee before going very deeply into the work. Ordinarily a dissertation prospectus is about ten to fifteen pages long.

The prospectus should be prepared by the student, with assistance from the advisor, in a period that should ordinarily not exceed six weeks after the completion of the Comprehensive Examinations. The prospectus identifies a topic and a problem for research, specifies the sources to be examined and the methods to be employed, and reviews the relevant secondary literature in history and other relevant fields. The prospectus is not a finished report on research conducted, or on sources that have been fully examined; it should help the student begin work but should not discourage the student from exploring unanticipated sources or from considering new methods, or indeed from entirely changing the focus of the dissertation (with the approval of the dissertation advisor and committee) should that turn out to be desirable.

Each dissertation prospectus should accomplish seven distinct tasks. The following list identifies each task and illustrates it with material from one recent CWRU student's work; each student should develop his or her version of this list:

1. State a topic including subject, place, and time (e.g., "Regionalization of Municipal Services in Cuyahoga County, 1950-1977"). (One brief paragraph.)
2. Identify a historical problem in both specific and general terms (e.g., "How specific interest groups used regionalization to maintain (or increase) their influence over policy-making as metropolitan regions have become the dominant settlement pattern in the U.S.?" (a special case of the general problem of the role of interest groups in American history, and of the impact of political forms on political action); or "How have professional elites sought to increase their influence over the quality and distribution of municipal services as metropolitan regions have become the dominant settlement pattern in the U.S.); or "How did the racial conflict and the economic decline of the late 1960s affect the distribution of powers between central cities and regional authorities?" or more generally, "What were the consequences for urban life of the racial conflict and economic decline of the late 1960s?") (One or two pages.)
3. Review the literature on the subject in the place and time, on the subject in the same period of time elsewhere, on aspects of the larger historical problem that are particularly relevant to the subject. The point is to indicate how this dissertation will contribute new and significant knowledge relevant to important current scholarly debate – or how it will open a significant new debate. (This review should not be longer than five pages.)
4. Provide a rationale for studying the general subject in the chosen time and place: why is this case study a strategic one? (A statement of perhaps two pages.)
5. Provide a specific research plan: events, debates, votes, attitudes, etc. to be studied; groups or individuals to be emphasized; sources to be consulted; methods to be used. (Two or three pages.)

6. Identify and evaluate the sources to be consulted, emphasizing primary sources including papers of organizations and individuals, printed primary sources, oral histories (which should be in typescript form and signed by the people who provide them) and also – as relevant to the dissertation – data on relevant matters, such as boundaries and locations, population, employment, taxes services, biographical information on key people, and votes. Each source should be described briefly, and its current location should be indicated. (Not more than three pages.)
7. Conclude with a preliminary one-page list of proposed chapter titles.

THE SCHOOL OF GRADUATE STUDIES WEBSITE

The SGS website offers information for new and current students at all levels of graduate school and can be found here: <http://blog.case.edu/orgs/SGS/>

Forms, calendars, the general bulletin, the SGS handbook, information on current policies and procedures, and more, can be found here:
<http://www.case.edu/provost/gradstudies/current.html>

Information for new students, including housing, shopping, and entertainment information, can be found here: <http://www.case.edu/provost/gradstudies/welcome.html>

Information regarding navigating through the Student Information System (SIS) can be found here: <https://www.case.edu/projects/erp/learning/sisguides.html>

Through the SGS website, you can also find information about funding opportunities and commencement; links to the registrar's office and other important pages on CWRU's site; and contact information for further inquiries.

The School of Graduate Studies manages graduate student files for the university. Issues related to degree auditing, registration, compliance with university policies, information on extensions, questions about the planned program of study (PPOS), and questions about graduation, should be directed to the Humanities' graduate coordinator: Brandon Bowman (brandon.bowman@case.edu / 216.368.4400).