



DEPARTMENT OF HISTORY

Graduate Program Handbook

Date Created: July 2024

Last Revised: December 2024

For updates and feedback, contact Amarilyn Scott, history@utah.edu

Welcome to the History Department at the University of Utah

Graduate school is both challenging and rewarding. You will grow quickly, both personally and intellectually, as you learn new things, gain new skills and work hard perfecting skills you brought with you to our program. The Department's faculty and staff, as well as your fellow students, are dedicated to making this time as productive and fulfilling as possible.

We have designed this handbook to provide you with the information you need to complete your degree. It provides information about the offices and people at the U who are here to guide your success as well as indicate places to look for resources to support you as you work towards your degree. It also contains summaries of your degree requirements and expectations for personal and academic conduct.

You should think of your time at the University as an opportunity to build relationships with faculty, staff and your fellow students, all of whom will guide you as your career develops. You should ask for help when you need it, act professionally and ethically, and be kind and courteous to all you meet.

Congratulations on joining our department, we are so glad that you've joined us. Best wishes on what should be a fun, exciting and satisfying new chapter in your intellectual life.

Director of Graduate Studies, Elizabeth Clement

Chair, Paul Reeve

Table of Contents

Table of Contents

Welcome to the History Department at the University of Utah.....	2
Table of Contents.....	3
Contact Information.....	6
Faculty & Leadership Contacts.....	6
Administrative Staff.....	6
Student Contacts.....	7
Important Deadlines.....	8
Departmental Deadlines.....	8
University Deadlines.....	8
Program Requirements.....	9
Graduate Programs in History.....	9
Expected Learning Outcomes.....	9
Admission Requirements & Procedures.....	9
International Students.....	9
Program Coursework.....	10
Incompletes Policy.....	15
Language Requirements.....	15
Mandatory Exams and Milestones.....	15
Supervisory Committee Formation.....	17
Chair.....	18
Committee Selection.....	18
Required Meetings.....	18
Supervisory Committee Roles.....	19
Other Responsibilities	19
Changing Committee Chair & Committee Members.....	19
Expectations for Participation.....	19
Professional Development.....	20
Portfolio/Thesis/Dissertation.....	21
Applying for Graduation.....	22
Academic Requirements and Policies.....	23
Minimum GPA.....	23
Continuous Registration.....	23

Leave of Absence.....	23
Family & Medical Leave	24
Time Limit to Degree.....	24
Dismissal Policies & Procedures	25
Financial Support.....	27
Teaching Assistant Responsibilities & Policies.....	27
Graduate Assistant/Graduate Fellows Responsibilities & Policies	27
Tuition Waivers	28
Student Health Insurance	28
Residency.....	28
Financial Resources	28
Student & Faculty Code.....	30
Code of Conduct	31
Informal Dispute Resolution.....	31
Formal Dispute Resolution	32
Title IX.....	32
Important Forms.....	33
Student Safety	34
Safety Resources.....	34
Research Policies & Training	36
Student Access to Physical Resources.....	37
Departmental Resources	37
University Resources	37
University ID Card.....	37
TRAX Pass.....	37
Wireless Connections.....	37
Software	38
Hardware.....	38
Paychecks & Direct Deposit.....	38
Housing.....	38
Meals & Food	38
Arts & Entertainment.....	38
Student Awards.....	39
Department-Specific Awards.....	39

College/University Fellowships and Awards.....	39
External Fellowship & Award Opportunities	39
Student Travel Assistance.....	39
Student Resources.....	41
Departmental Resources	41
Graduate School Resources	41
Events.....	41
Administrative & Records	41
Awards & Fellowships.....	41
Advocacy	42
Training & Workshop Programs.....	42
Writing & Manuscript Editing.....	42
University Resources	42
Graduate Writing Center & Graduate Student Reading Room.....	42
University Libraries	42
Professional Development	42
Student Health, Wellness, & Recreation.....	43
Leadership & Dispute Resources.....	43
Support Groups & Services	43
Departmental Listings.....	44
Faculty.....	44
Research Specialties.....	44
Staff and Administration.....	44
Graduate Students	44

Contact Information

Faculty & Leadership Contacts



Elizabeth Clement
elizabeth.clement@utah.edu
801.585.5742
Office: 221
Director of Graduate Studies



Paul Reeve
paul.reeve@utah.edu
801.585.9231
Office: 310, 323
Department Chair

Administrative Staff



Jessica Brumbaugh
jessica.brumbaugh@utah.edu
801.581.3574
Office: 310
Associate Director, Administration



Amarilys Scott
amarilys.scott@utah.edu
801.581.6121
Office: 310
Senior Academic Advisor



Brayden Bracken
brayden.bracken@utah.edu

801.581.6121
Office: 310

Executive Secretary



Shavauna Munster
shavauna.munster@utah.edu

801.581.6121
Office: 310

Academic Coordinator

Student Contacts



Julia Huddleston
julia.huddleston@utah.edu

HGSA Co-President



Megan Weiss
megan.weiss@utah.edu

HGSA Co-President

Important Deadlines

Departmental Deadlines

The application deadline for admission will be December 1st. We only admit students for the Fall semester.

University Deadlines

Use the following links to check on important University of Utah deadlines. Some follow below.

Academic calendar deadlines

- <https://registrar.utah.edu/academic-calendars>

International Teaching Program deadlines

- <https://gradschool.utah.edu/ita/important-dates-and-deadlines>

Thesis Office manuscript submission deadlines

- <https://gradschool.utah.edu/thesis/calendar>

University Fellowship deadlines, including Teaching Assistantship & Research Assistantship deadlines

- <https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities>

Graduation deadlines

- <https://registrar.utah.edu/graduation>

Program Requirements

Graduate Programs in History

The University of Utah's Department of History offers courses of graduate study leading to the MA, MS, and PhD degrees and a Graduate Certificate in Public History. The MA serves as a gateway to the PhD program and qualifies degree recipients for some teaching and public history positions. The MS degree is structured specifically for primary and secondary educators who want to strengthen their teaching credentials in History. In place of the research emphasis of the MA degree, it allows students to tailor their courses of study to their classroom needs. The MS is a terminal degree and is not intended as preparation for the PhD. The Graduate Certificate in Public History is designed to prepare graduate students for a range of careers in public history institutions. The program combines rigorous training in historical methods and theory with practical, real-world experience. The MA is a prerequisite for the PhD program in our department. There are approximately sixty students in the graduate program, and we admit about fifteen new students per year. We offer the PhD in US History. Master's degrees are available in eight fields: Asian, Latin American, US, and World History, Colonialism and Imperialism, and Comparative Gender and Sexuality. The PhD is the highest degree attainable in History. It is a prerequisite for most college and university faculty positions and is also required for many positions in public history.

Expected Learning Outcomes

Graduates of the program learn about the past and, as they do, develop a capacity for careful and rigorous thought, cultural competence, and the writing, speaking and analysis skills that promote success in careers throughout the global economy. These learning outcomes include content knowledge, habits of mind, and practical skills.

- <https://history.utah.edu/graduate/learning-outcomes.php>

Admission Requirements & Procedures

Those who hold a BA or BS from an accredited college or university and who have a cumulative GPA of 3.2 or above are eligible for admission to the Master's Program. Those who already hold a MA degree from an accredited college or university and who have a cumulative GPA of 3.6 or above are eligible for admission to the PhD program. In exceptional cases the grade point requirement may be waived.

International Students

The History Department values the global community we enjoy, and we welcome students from all countries. We recognize that there are unique advantages and challenges to being an international student, especially as you adjust to your studies alongside a new country and new culture. We encourage all our international students to make use of the resources available to them and to seek involvement in departmental, campus, and civic communities.

- <https://admissions.utah.edu/apply/international/international-graduate-admissions-graduate-costs/>

Program Coursework

Master of Arts: US History

Candidates for the MA degree in US History must complete a minimum of thirty credit hours of post-baccalaureate upper-division (5000 level & above) coursework in History. Candidates who have undergraduate degrees in fields other than History may be required by their Supervisory Committees to complete additional coursework as necessary.

Course Requirements:

- US History MA students must complete HIST 7800 or its equivalent. HIST 7800 is a prerequisite to taking a research seminar.
- US History MA students must complete HIST 7500 and HIST 7510 during their first year in residence.
- US History MA students must complete two research seminars, at least one of which must be in their major field.
- US History MA students may enroll in upper-division undergraduate courses (3000 and 4000 levels) for graduate credit with the approval of the instructor and the Director of Graduate Studies. They will enroll using one of the following Special Studies numbers: HIST 6880, 6890, 6900, 6910, 6920, or 6930. Students in these classes will be expected to attend all meetings with the undergraduate class and do additional graduate-level work. Students may take 6880, 6900, 6910, 6920, or 6930 up to 3 times (for a total of 9 hours) for credit.
- US History MA students with undergraduate deficiencies in History may supplement formal course work by taking HIST 6940 (Directed Reading) with an individual faculty member. However, such directed readings are considered wholly supplementary and may not be applied toward the degree.
- Faculty Consultation (HIST 6980) does not count toward fulfillment of degree requirements.
- US History MA students who choose a public history component for their program must include at least 2 courses and an internship in an area of public history, such as archives and records management, historic preservation, or historical resource management (including museology).

- US History MA students may not register for thesis hours (HIST 6970), as theirs is a nonthesis degree.

Minimum grade requirement: Satisfactory completion of all courses requires a grade of B- or higher.

Master of Arts: Global Contexts

Candidates for the MA degree in Global Contexts must complete a minimum of thirty credit hours of post-baccalaureate upper-division (5000 level & above) coursework in History. Candidates who have undergraduate degrees in fields other than History may be required by their Supervisory Committees to complete additional coursework as necessary.

Course Requirements:

- Global Contexts MA students must complete HIST 7800 or its equivalent. HIST 7800 is a prerequisite to taking a research seminar.
- Global Contexts MA students must complete the two Proseminars in Global Contexts (to 1500 and since 1500) during their first year in residence.
- Global Contexts MA students must complete two research seminars, at least one of which must be in their major field.
- Global Contexts MA students may enroll in upper-division undergraduate courses (3000 and 4000 levels) for graduate credit with the approval of the instructor and the Director of Graduate Studies. They will enroll using one of the following Special Studies numbers: HIST 6880, 6890, 6900, 6910, 6920, or 6930. Students in these 17 classes will be expected to attend all meetings of the undergraduate class and do additional graduate-level work. Students may take 6880, 6900, 6910, 6920, or 6930 up to three times (for a total of nine hours) for credit.
- Global Contexts MA students with undergraduate deficiencies in history may supplement formal course work by taking HIST 6940 (Directed Reading) with an individual faculty member. No more than three hours of HIST 6940 may be applied toward the degree in non-U.S. fields.
- Faculty Consultation (HIST 6980) does not count toward fulfillment of degree requirements.
- Global Contexts MA students will choose a track at the time of the applications for admission: Portfolio Track or Thesis Track.
 - Graduate students wishing to focus on coursework should pursue the MA in Global Contexts: Portfolio Track. In the final semester of the program, students will compile a portfolio and undergo a portfolio defense.
 - Graduate students who would like to undertake intensive independent research should pursue the MA in Global Contexts: Thesis Track. In the final semester of the program, students will undergo an oral MA thesis defense. Global Contexts MA Thesis candidates must register for at least six hours of thesis work (HIST 6970).

Minimum grade requirement: Satisfactory completion of all courses requires a grade of B- or higher.

Master of Science

Candidates for the MS degree must complete a minimum of thirty credit hours of postbaccalaureate upper-division (5000 level & above) coursework in History. Candidates who have undergraduate degrees in fields other than History may be required by their Supervisory Committees to complete additional coursework as necessary.

Course Requirements:

- US History MS students must complete HIST 7500 and HIST 7510 during their first year in residence.
- Global Contexts MA students must complete the two Proseminars in Global Contexts (to 1500 and since 1500) during their first year in residence.
- MS students must complete at least one research seminar in their major field.
- MS students may enroll in upper-division undergraduate courses (3000 and 4000 levels) for graduate credit with the approval of the instructor and the Director of Graduate Studies. They will enroll using one of the following Special Studies numbers: HIST 6880, 6890, 6900, 6910, 6920, or 6930. Students in these classes will be expected to attend all meetings of the undergraduate class and do additional graduate-level work. Students may take 6880, 6900, 6910, 6920, or 6930 up to three times (for a total of nine hours) for credit.
- MS students may supplement formal course work by taking HIST 6940 (Directed Reading) with an individual faculty member if no coursework in that area is available. Students must submit a Request for Directed Reading form to the Director of Graduate Studies (if approved, this form will be placed in the student's permanent file) and may count no more than six hours of directed reading towards the degree.
- Faculty Consultation (HIST 6980) does not count toward fulfillment of degree requirements.
- MS students who choose a public history component for their program must include at least two courses and an internship in an area of public history, such as archives and records management, historic preservation, or historical resource management (including museology).

Minimum grade requirement: Satisfactory completion of all courses requires a grade of B- or higher.

Graduate Certificate in Public History

The Graduate Certificate in Public History requires a total of 18 credit hours and includes a core course in Public History methodology and two required internships along with elective courses drawn from across the University. The certificate consists of 18 units divided into 3 tiers, as follow:

Tier 1

Complete NINE credit hours:

HIST 5100 - Internship in Public History

****TWO internships required.*

HIST 6360 - Careers in Public History

Tier 2

Complete ONE of the following courses:

HIST 5080 - American History and Its Publics

HIST 5090 - Methods and Topics in Material Culture Studies

HIST 5110 - Archeological Field School

HIST 6000 - Archaeology as History

HIST 7010 - Oral History

HIST 7020 - Archival Principles and Methods

Tier 3

Complete TWO of the following:

ANTH 6169 - Ethnographic Methods

ANTH 6345 - Cultural Resources Management

ANTH 6381 - Archaeological Practice

ANTH 6611 - Preparation of Grant Proposals in Anthropology

ARCH 6239 - Topics in Architectural History

ARCH 6500 - Preservation Theory and Practice

ARCH 6535 - Field Methods in Historic Architecture

ARCH 6570 - Building Condition Assessment and Preservation Technology

ARCH 6581 - Main Street” Revitalization”

ARCH 6840 - Utah Architecture and Cities

ARCH 6852 - History and Theory of Architectural Preservation since the 19th Century

ARTH 4310 - Art and the Public Sphere

ARTH 4740 - Museum Practices

ARTH 6810 - Visual Intersections: Critical Approaches to Art and Visual Culture

CMP 4030 - Leadership and Community Engagement

CMP 4260 - Land, Law & Culture

COMM 3100 - Introduction to Documentary Studies

COMM 3170 - Introduction to Organizational Communication

COMM 3770 - Cross Cultural Documentary

COMM 5380 - Interdisciplinary Applications in Community Engagement

COMM 5555 - Documentary Photography

COMM 6555 - Documentary Photography

COMM 6490 - Communication and Social Justice

EHUM 6102 - Field Methods in Environmental Humanities

EHUM 6120 - Environmental Humanities Internship
ENGL 4991 - Internship
ENGL 4992 - Service-Learning
ENGL 5995 - Digital Humanities
ENGL 7850 - Seminar in Digital Humanities
GEOG 6139 - GIS Fundamentals and Applications
GEOG 6140 - Methods in Geographic Information Systems
GNDR 3695 - Community Engagement and Service Learning
POLS 3300 - Introduction to Public Administration
POLS 3320 - Introduction to Public Policy and Analysis
POLS 3601 - Community Engaged Learning
POLS 4900 - Internship: Local
POLS 4901 - Internship: Utah State Legislature
POLS 4902 - Internship: Washington, D.C. National

POLS 4903 - Internship: International
POLS 4904 - Senator Bennett Seminar
POLS 4905 - Resident Scholar Think Tank with John Price
POLS 6004 - Qualitative-Interpretive Research Methods
POLS 6320 - Public Policy Theories and Applications
POLS 6322 - Environmental & Sustainability Policy
POLS 6525 - Engaging Volunteers in Public & Nonprofit Organizations
POLS 6550 - Nonprofit and Nongovernmental Organizations
POLS 6570 - Management of Nonprofit Organizations
WRTG 3040 - Digital Storytelling
WRTG 5830 - Digital Publishing and Editing
WRTG 6610 - Internship
WRTG 7001 - Grant Proposal Writing

Doctor of Philosophy

There is no stipulated number of credit hours required for the PhD. In consultation with the Supervisory Committee, PhD students will create an individualized program of study designed to prepare them to pass the qualifying examinations and proceed with dissertation research.

Course requirements:

- PhD students must complete HIST 7800 or its equivalent.
- PhD students in US History must complete HIST 7500 and HIST 7510 during their first year in residence.
- PhD students must complete two research seminars, at least one of which must be in their major field.
- PhD students must take a seminar or colloquium in each minor field.
- PhD students must take a minimum of fourteen hours of HIST 7970 (Thesis Research).
- PhD students may supplement formal course work by taking HIST 6940 (Directed Reading) only if no colloquium in that area is available. Students must first submit a Request for Directed Reading form to the Director of Graduate Studies for approval. Students may take no more than three hours of directed readings in the 10 major field and no more than three hours in each minor field.

- Faculty Consultation (HIST 7980) does not count toward fulfillment of degree requirements.

Minimum grade requirement: Satisfactory completion of all courses requires a grade of B- or higher.

Incompletes Policy

Incompletes (I) in coursework are occasionally unavoidable but are strongly discouraged. Incompletes should be addressed as soon as possible after the end of the semester in which they are incurred. If an incomplete remains on a student's transcript for one calendar year it will convert to an "E," that is, a failing grade.

Language Requirements

All MA students must achieve standard proficiency in one foreign language. MA students may also be required by their Supervisory Committee to master other foreign languages to conduct research and read scholarship in their chosen fields. Language credits will not count towards fulfillment of degree requirements.

There is no language requirement for the MS or the Graduate Certificate in Public History.

All PhD students must achieve advanced proficiency in one foreign language. PhD students may also be required by their supervisory committees to master other foreign languages to conduct research and read scholarship in their chosen fields. Language credits will not count towards fulfillment of degree requirements.

For more information on how to fulfil language requirements go to:

- [Graduate Language Requirements - Department of Languages and Literature - The University of Utah](#)

Mandatory Exams and Milestones

Master students are not required to complete comprehensive exams.

PhD Qualifying examinations

For the American History PhD, the qualifying examinations consist of a written and an oral examination. For the major field, each Supervisory Committee member will work with the student to develop a list of forty to fifty books in the six months to a year before the student takes their exam. The total number of books for the major field should not exceed one hundred and fifty. The student must provide finalized lists to the faculty when they submit their written exams. Each Supervisory Committee member will assign the student either an interpretive essay

or an annotated syllabus for a total of three written assignments. After receiving their prompts from each Supervisory Committee member, the student will have two weeks to complete all three assignments.

In the minor fields, students have the option of a timed written examination not exceeding four hours in length (i.e., two hours in each minor field). Alternatively, the minor field Supervisory Committee member may substitute a written exam with content and timing determined by minor field Supervisory Committee member. This could, for example, be an annotated syllabus, interpretive essay, and/or annotated bibliography.

All written materials are due two weeks before the oral exam and must be sent to all five members of the Supervisory Committee. The oral exam should be two hours and be facilitated by the student's Chair. It will cover all materials from both the major and minor fields. Any Supervisory Committee member may question the student on any aspect of their written exams for the major and minor fields. Students are responsible for scheduling the oral exam and reserving a room/sending a zoom link.

The written and oral portions of the examination are evaluated together. Thus, a student has not passed the examination until both portions are completed, though in some cases the supervisory committee may deem a written examination a failure without proceeding to the oral examination.

At the discretion of the Supervisory Committee, written and oral examinations (or parts thereof) may be repeated, but only once; failure to pass an examination either entirely or in part a second time shall automatically result in termination of the student's doctoral program. After passing both the written and oral examinations, the student will be considered a Doctoral Candidate.

Students who have passed their qualifying exams may be awarded the honor of "pass with distinction." The Supervisory Committee, while discussing the merits of the student's performance, may choose to award this honor. The committee must vote on the distinction and the vote must be unanimous. In writing, the Supervisory Committee Chair will notify the student and the Director of Graduate Studies of the honor having been bestowed.

PhD Prospectus

Upon completion of the qualifying examination, the student shall be admitted to candidacy for the PhD degree. Thereafter the candidate shall present a prospectus of the dissertation to the Supervisory Committee for approval. The prospectus is a proposal for the dissertation and will normally include a statement and justification of the topic to be explored, a research plan, a bibliography of primary and secondary sources, and a discussion of methodology. The prospectus should be developed only after considerable preliminary investigation of a general problem. The prospectus must receive formal approval by the candidate's Supervisory Committee. A departmental form summarizing the action of the committee, along with a copy of the approved prospectus, must be filed with the Advisor following the prospectus meeting.

PhD Final Examination

The Supervisory Committee shall conduct a final two-hour oral examination consisting of a defense of the dissertation. The examination follows final acceptance of the dissertation by the committee; only minor editorial changes can be made after that time without the approval of the graduate advisor and the Supervisory Committee chair. The candidate must pass the final oral examination at least 3 weeks before graduation. In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's PhD program. The chair of the Supervisory Committee shall inform the student in writing of the results of the examination. A copy of this letter shall be placed in the student's departmental file.

Supervisory Committee Formation

The Supervisory Committee is vital to a student's graduate program. The committee helps to plan and approves the student's academic program, prepares and evaluates all qualifying (comprehensive) examinations, advises on and evaluates the thesis, or dissertation, and administers and evaluates the final oral examination. The committee makes decisions concerning program requirements, examinations, and the thesis/dissertation. In the case of master's students, these decisions must be unanimous. In the case of PhD students, these decisions must be approved by the chair of the Supervisory Committee and a majority of the other members of the committee. Hence, all members of the supervisory committee must be informed about any changes in the program of study and must approve the thesis/dissertation prospectus.

Since students' interests may change during their graduate programs and faculty members may accept other positions or be absent from campus for extended periods, it is often necessary to request a change in Supervisory Committee membership. A department form, Request for Change in Supervisory Committee, must be submitted whenever a student wishes to make a change in supervisory personnel. The form is prepared by the student in consultation with the student's advisor and the Director of Graduate Studies. The approved request is then delivered to the Graduate Advisor for placement in the student's official university file. Only the departmental Request for Change in Supervisory Committee form will be accepted by the graduate records office, and names on the approved form must correspond with all signatures on official candidacy forms, examination reports, and the thesis or dissertation final approval page.

All graduate students must have organized their Supervisory Committees before they may enroll in a Directed Reading.

Masters Supervisory Committee

The Supervisory Committee for master's students consists of at least 3 faculty members who are selected on the basis of their ability to contribute to the student's graduate program, two of whom must come from the Department of History. The committee chair and the majority of the

committee must be tenure-line faculty in the student's department. Upon recommendation of the Supervisory Committee chair and with approval of the Director of Graduate Studies, one member of the Supervisory Committee may be in a field outside the student's major field, or a discipline outside of history.

PhD Supervisory Committees

PhD supervisory committees consist of five faculty members. The committee chair and the majority of the committee must be tenure-line faculty in the student's department. One member of the supervisory committee must be from another department.

For more information on Supervisory Committee formation, visit the [Master's Degree Requirements - Graduate School - The University of Utah](#)

Chair

The chair of the supervisory committee directs the student's research and writing of the thesis or dissertation.

Committee Selection

Each graduate student, in consultation with the Director of Graduate Studies, is responsible for initiating the selection of a Supervisory Committee. The student should select a Supervisory Committee chair as early as possible in his or her course of study, and in any case no later than the second semester of graduate study. In consultation with the Supervisory Committee chair, the student should propose additional faculty members to complete the committee. A majority should hold regular faculty appointments. After approval by the Supervisory Committee chair, the student should extend a personal invitation to each individual to serve in this capacity. Once this informal process has been completed, the student initiates a Request for Supervisory Committee, which is submitted to the Director of Graduate Studies for approval. If that approval is granted, the form is delivered to the Graduate Advisor for placement in the student's official university file. Graduate school regulations for Supervisory Committees - <http://regulations.utah.edu/academics/6-203.php>

Required Meetings

As soon as the Supervisory Committee has been formally appointed the chair should convene a meeting of the committee and the student to determine a formal course of study. This program shall include identification of both a major field and a field of emphasis and such supplementary courses as necessary to prepare the student for comprehensive examinations and to meet degree requirements. The chair of the supervisory committee shall prepare a written report of the committee's deliberations for the student's file. This report shall include the program of study form, spelling out the requirements of the student's program and anticipated course work. No changes may be made either in fields or personnel of the supervisory committee without the approval of the Director of Graduate Studies.

Supervisory Committee Roles

The supervisory committee is responsible for approving the student's academic program, preparing and judging the qualifying examinations subject to departmental policy, approving the thesis or dissertation subject, reading and approving the thesis or dissertation, and administering and judging the final oral examination (thesis or dissertation defense).

The chair of the supervisory committee directs the student's research and writing of the thesis or dissertation.

Other Responsibilities

The final oral examination may be chaired by any member of the supervisory committee consistent with departmental policy. If a graduate student's preliminary work is deficient, the supervisory committee may require supplementary undergraduate courses for which no graduate credit is granted. Decisions concerning program requirements, examinations, and the thesis or dissertation are made by majority vote of the supervisory committee.

Changing Committee Chair & Committee Members

Since students' interests may change during their graduate programs and faculty members may accept other positions or be absent from campus for extended periods, it is often necessary to request a change in Supervisory Committee membership. A department form, Request for Change in Supervisory Committee, must be submitted whenever a student wishes to make a change in supervisory personnel. The form is prepared by the student in consultation with the student's advisor and the Director of Graduate Studies. The approved request is then delivered to the Graduate Advisor for placement in the student's official university file. Only the departmental Request for Change in Supervisory Committee form will be accepted by the graduate records office, and names on the approved form must correspond with all signatures on official candidacy forms, examination reports, and the thesis or dissertation final approval page.

Expectations for Participation

The History Department and the University provide a variety of opportunities for graduate students to learn and practice their professional skills, particularly around teaching, research, writing and presentation of their work. All new graduate students must attend our annual orientation in the fall. All students teaching for the department must attend both the Center for Teaching and Learning Excellence's annual teaching symposium and the department's teaching assistant training.

Faculty run workshops on important professional topics such as aspects of writing, research, teaching and professional presentations. Materials and recordings of previous workshops can be found on the History Graduate Student Association Canvas page, to which students will be invited when they arrive in the fall. If students want help with their skills, they should start by checking out the Canvas website. If they don't find advice about the issue they want help with, they should reach out to the History Graduate Student Association or the Graduate Director to request workshops or other professional development.

History runs an annual conference, "Practicing History," in the spring. We expect graduate students to participate by presenting papers and attending the keynote and panels. The Department also strongly encourages students to present their work at regional and national conferences. It supports this important professionalization through making travel funds available to graduate students in the spring and fall on a competitive basis.

Most students with funding from the Department work as Teaching Assistants, but we also have opportunities for a few to work as research assistants. Our current research assignments include the Women Legislators Project, funded by the Utah State Legislature, the Health Science Library, and various projects with the American West Center... (Basso and Greg)

Students can also work on an hourly paid basis for on projects such as the Century of Black Mormons, the Women's Legislature Project, and projects funded by the National Park Service, Bureau of Land Management, the US Forrest Service, and various Native American tribes. If students are interested in this work, they can reach out to graduate advisor who can connect them with faculty working with these groups or agencies.

Professional Development

Research and Travel Funding

The Department of History supports research and conference travel on a competitive basis, both for archival research and to present original work at professional conferences. All travel support depends on budgetary availability.

History Graduate Student Association

The purpose of the History Graduate Students Association is to encourage the academic and professional development of graduate students in the history department. In addition, the organization seeks to facilitate student interaction with faculty, administration, and fellow graduate students. The HGSA will assist students in developing peer networks through involvement in professional activities such as paper presentations, professional conferences, and provide a forum to address graduate student concerns within the department and the university.

Portfolio/Thesis/Dissertation

Master Portfolio (MA: US History, MA: Global Contexts - Portfolio Track and MS)

Candidates for the master's degree: portfolio track shall submit to the members of their supervisory committee a portfolio of materials during the final semester of their coursework. For the MA, this portfolio will consist of: two seminar papers, two annotated syllabi for proposed courses in the candidate's major fields, and an annotated bibliography of readings, the scope of which will be determined in consultation with the supervisory committee. For the MS, the portfolio will consist of one seminar paper, two annotated syllabi for proposed courses in the candidate's major fields, and an annotated bibliography of readings, the scope of which will be determined in consultation with the supervisory committee. The student must submit the portfolio to the Supervisory committee two weeks before their oral examination. The student is responsible for coordinating the time with their committee members and must reserve the room or send the zoom link.

Master Final Examination

The candidate's Supervisory Committee will conduct an oral examination of no more than two hours soon after the submission of a complete portfolio. The oral examination shall be chaired by the Supervisory Committee chair and will cover the contents of the portfolio, including questions that require the candidate to consider broad conceptual themes. The candidate must pass this exam at least three weeks prior to graduation. In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's master's program. The student's Supervisory Committee Chair shall inform the student in writing of the results of the examination. A copy of this letter shall be placed in the student's departmental file.

MA: Global Contexts - Thesis Track

Candidates for the MA: Global Contexts - Thesis Track will prepare a thesis that constitutes a substantive contribution to historical scholarship. The Supervisory Committee will evaluate the thesis, determine its acceptability, and administer a final oral exam based in part on the thesis. MA students must take a minimum of 6 credit hours of thesis research (HIST 6970) to be applied toward the MA degree. Although supervision of the research and writing of the thesis shall be the province of the thesis director (in most cases, the Supervisory Committee Chair), students are expected to advise other Supervisory Committee members of the work in progress. A draft of the thesis shall be submitted to each member of the Supervisory Committee, at least one month prior to the final oral examination.

MA Thesis Prospectus

Candidates for the MA: Global Contexts - Thesis Track will present a prospectus for their thesis to their Supervisory Committee for approval. A departmental form summarizing the action of the committee, along with a copy of the approved prospectus, must be filed in the departmental graduate office following the prospectus meeting.

Dissertation

After the prospectus is approved, candidates proceed to research and write a dissertation under the supervision of the dissertation advisor, who in most cases will be the Supervisory Committee Chair. This is to be a major research and writing endeavor, incorporating exhaustive research and advanced conceptual and analytical skills. Although supervision of the dissertation shall be the province of the dissertation advisor, candidates are expected to advise other committee members of their work in progress. The candidate shall submit a draft of the dissertation to each member of the supervisory committee at least one month prior to the final oral examination.

Format

After the successful defense of a thesis or dissertation the student will work with the thesis office on formatting. For more information on style, format, submission procedures, deadlines, etc. see the Graduate School Office <https://gradschool.utah.edu/thesis/index.php>

Applying for Graduation

Graduate Certificate in Public History Completion Form

Students **MUST** submit the certificate completion form. This form must be completed no later than two months prior to the students anticipated graduation date. For more information visit <https://history.utah.edu/graduate/certificate-public-history.php>

All graduate students must apply in advance for graduation to receive a degree from the University of Utah. For instructions on how to apply for graduation Visit the Office of the Registrar <https://registrar.utah.edu/handbook/graduategraduation.php>

Academic Requirements and Policies

Minimum GPA

The candidate is required to maintain a 3.3 or higher GPA in course work listed on the Program of Study for master's and doctorate degrees. A grade below C- is not accepted by the University toward a graduate degree.

Continuous Registration

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree including the defense of the project, thesis, or dissertation. For more information on the continuous registration policy visit <https://gradschool.utah.edu/graduate-catalog/registration>

Leave of Absence

Students who wish to discontinue their studies for one or more semesters may request a leave of absence from the department's Director of Graduate Studies, which may be granted subject to the approval of the Dean of the Graduate School in the following circumstances:

- Leaves of absence will generally be granted and reviewed before the beginning of each semester for reasons including but not limited to those granted under the federal Medical and Family Leave Act: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>.
- Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Title IX Coordinator, who will work with the student, cognizant faculty, and administration to determine what accommodations are reasonable and effective.
- Leaves may also be granted to students who, in the judgment of the Director of Graduate Studies, are engaged in work considered beneficial to their academic goals, such as temporary teaching, research fellowship, or professional positions or employment which will ultimately allow the student to complete the degree.

- Leaves for other reasons may be granted and reviewed when the Director of Graduate Studies believes the leave is in the best interest of both the student and the University.

Family & Medical Leave

The University of Utah fully complies with the Family and Medical Leave Act of 1993 ("FMLA"). See the [Department of Labor's FMLA Notice](#) and [Policy 5-200: Leaves of Absence \(Health-Related\)](#).

- [Parental Leave Policy for Graduate Students](#)

University policy prohibits discrimination against sex/gender which includes pregnant and parenting students and employees. State and federal laws, including Title IX of the Education Act, also prohibit discrimination based upon sex, including pregnancy and pregnancy-related conditions. If you believe you have been subject to discrimination, including having been denied an accommodation for a pregnancy or pregnancy-related condition, please discuss this with the Director of Graduate Studies and/or the Deputy Title IX Coordinator for your college. You may file a complaint with the OEO/AA. <https://oeo.utah.edu/>

Leaving the Program without Completing a Degree

Students contemplating leaving the program in the middle of a semester must discuss their reasons and options with the History Advisor and Graduate Director before making any changes to their status. If the student still wishes to leave the program, they should send a letter to the Graduate Director explaining their reasons and formally withdrawing from the program. If the student has department funding, they must complete their teaching assignment/research assignment for the semester.

Time Limit to Degree

All work for the master's degree must be completed within four consecutive calendar years. On recommendation of the student's supervisory committee, the dean of The Graduate School can modify or waive this requirement. If the student exceeds the time limit and is not granted a modification or waiver, the department has the option to discontinue the student. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to demonstrate that they are current in their field.

Graduate School policy for Master's Degrees (<https://gradschool.utah.edu/graduate-catalog/degree-requirements>) :

PhD students must complete the degree requirements within seven years of the original date of admission; failure to do so shall necessitate reapplication for admission to the program and repetition of all qualifying examinations

Graduate School policy for PhD Degrees (<https://gradschool.utah.edu/graduate-catalog/degree-requirements>)

In some instances, students may require more than the allowed time. A petition for an extension of a Graduate student career beyond the established time limits will consist of a formal letter of request to the Graduate Dean. The letter will demonstrate that the student is in good standing. Good standing requires that the student has a GPA for graduation, formed a supervisory committee, that a program of study has been completed and approved by the faculty and directors of graduate studies/department chair, and that they have taken all required preliminary exams and thesis proposal exams required by the department. These must be fully updated in Grad Tracking. The letter must demonstrate a firm commitment by the department, research supervisor, and the student to complete the agreement, including any commitments for financial support, and must provide a demonstration that the proposed path to graduation is feasible. The letter will be accompanied by a written completion plan that is signed by the student, the research supervisor, and the director of graduate studies or department chair.

The completion plan lays out specific milestones leading to completion, and dates for the completion of the milestones. The milestones must include formal evaluation meetings with the supervisory committee at least once per semester (if a thesis defense does not occur within the semester). Failure to complete the milestones by the specified deadline may result in the dismissal from the program (the supervisory committee would review such a situation and make a recommendation). The petition may request either a one-semester or two-semester extension. Further extensions will be considered for single semester extensions only, and any such request must provide a written update and a revised completion plan with updated milestones, dates, and signatures.

Formal letters of petition should be sent to dean@gradschool.utah.edu.

Dismissal Policies & Procedures

All graduate students may be dismissed from the program for violating any of the standards of academic misconduct as defined in The University Student Code: <http://www.regulations.utah.edu/academics/6-400.html> which further describes activities that

constitute academic misconduct and academic sanctions that may be imposed. PhD Students may be dismissed from the program for failure to achieve any of the following:

- Maintain a minimum GPA of 3.3
- Officially register documentation of a supervisory committee and PhD advisor by the end of their 4th semester as a PhD student.
- Continuously maintain an official advisor and supervisory committee from the time of official registration of the supervisory committee through completion of the program.
- Pass qualifying exams by the end of their 5th year in the doctoral program. (In the event that a candidate fails the final examination, it may be repeated, but only once; failure to pass an examination a second time shall automatically result in termination of the student's PhD program).
- Make acceptable progress toward the degree as determined by the supervisory committee and as outlined in the Satisfactory Progress section of the Graduate Handbook.
- Complete dissertation revisions as required by the supervisory committee and obtain the supervisory chair's signature on the Final Reading Form within 120 days of the dissertation defense.

Financial Support

The Department of History provides financial support to graduate students on a competitive basis in three forms: endowed fellowships, endowed scholarships, and teaching assistantships (TA-ships). History graduate students also compete successfully for College and University-wide fellowships. Need-based funding is available through the University's Office of Financial Aid.

Teaching Assistant Responsibilities & Policies

Teaching assistantships are awarded for a single academic year and are renewable pending satisfactory progress in the graduate program and the availability of funds in the Department budget. They include a monthly stipend, eligibility for the [University of Utah's Graduate Subsidized Health Insurance Program \(GSHIP\)](#), and tuition coverage through the [Tuition Benefit Program \(TBP\)](#). Teaching Assistants are expected to work on average, twenty hours a week in support of their assigned teaching and must be full-time graduate students (9 credit hours per semester).

Graduate Fellows and Teaching Assistants may lose their appointments at any time during the academic year if they withdraw from, or stop attending, classes. They may lose their appointments midyear if they fail to maintain a 3.0 GPA or otherwise fail to make satisfactory progress in their programs of study. Graduate Fellows on multi-year awards may lose their appointments at the end of the academic year if they fail to maintain a 3.0 GPA or otherwise fail to make satisfactory progress in their programs of study. In addition, Teaching Assistants may lose their appointments at any time during the academic year if they neglect their responsibilities as Teaching Assistants, or act with malfeasance in the execution of those responsibilities, in the judgment of the Director of Graduate Studies in consultation with the Graduate Committee.

Graduate Assistant/Graduate Fellows Responsibilities & Policies

The Maybelle Burton Graduate Fellowship is a three-year award given to an incoming PhD student in any of the Department's doctoral fields. It includes a monthly stipend, a three-year research account, and tuition for in-state and out-of-state students. In their first and second years, Burton Fellows serve as TAs and are eligible for subsidized health insurance through the Graduate School. In their third year, Fellows do not have teaching responsibilities and are not eligible for subsidized health insurance.

The Dean L. May Graduate Fellowship is a two-year award given to an incoming MA or PhD student in US history with a focus on the American West. It includes a monthly stipend and tuition benefit for in-state and out-of-state students. May Fellows serve as teaching assistants and are eligible for subsidized health insurance through the Graduate School.

The Maybelle Burton Graduate Scholarship is a one-year award given to a PhD student in any of the Department's doctoral fields. It includes a monthly stipend, a one-year research account,

and tuition for in-state and out-of-state students. Burton Scholars serve as teaching assistants and are eligible for subsidized health insurance through the Graduate School.

Tuition Waivers

Our department participates in the Tuition Benefit Program. Graduate students receiving departmental financial aid will have to meet the requirements of the Tuition Benefit Program, for more information on benefits, requirements and deadlines visit <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.

Student Health Insurance

Graduate students may be eligible for the University of Utah's Graduate Subsidized Health Insurance Program (GSHIP).

To qualify, you must be supported as a **Research Assistant (9314)**, **Teaching Assistant (9416)**, **Graduate Assistant – Research Focus (9330)**, and **Graduate Assistant – Teaching Focus (9417)**, and receive a **100% tuition benefit**.

GSHIP includes health insurance through [United HealthCare Student Resources](#), and dental and vision insurance through Educators Mutual. Coverage for dependents is not subsidized.

For more information visit <https://gradschool.utah.edu/tbp/insurance-information>

Residency

Masters Residency Requirement

At least twenty-four credit hours must be completed in resident study at the University of Utah. A maximum of six credit hours may be transferred from another institution.

PhD Residency Requirement

At least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time academic work at the University of Utah. When a student proceeds directly from a master's degree to a PhD degree with no break in the program of study (except for authorized leaves of absence), the residency requirement may be fulfilled at any time during the course of study. A full course load is nine credit hours. Three hours of Thesis Research: PhD

Financial Resources

For financial resources from the Graduate School visit
<https://gradschool.utah.edu/funding/index.php>

Personal Money Management Center

- <https://personal-money-management.utah.edu>

Pivot

- <https://osp.utah.edu/news/pivot.php>

Feed-U Pantry

- <https://union.utah.edu/resources-spaces/feed-u-pantry/hours-about-us>

Student & Faculty Code

All students are expected to make satisfactory progress through the program. Failure to do so may result in the suspension of fellowship awards, the loss of Teaching Assistantships, or dismissal from the program.

Definition and Expectations

Satisfactory progress requires timely and satisfactory completion of all coursework and steady progress toward qualifying exams and thesis and dissertation defense. The department conducts an annual Progress Evaluation Review every spring to assess students' progress in the programs of study. The best way for students to ensure that they are on track is to maintain regular contact with supervisory committee chairs and members. Where deficiencies in a student's progress have been identified, the student should consult with his/her supervisory committee and then develop a specific plan for addressing those deficiencies within a six-month period.

Incompletes in coursework are occasionally unavoidable, but as a general rule they are strongly discouraged. Incompletes should be addressed as soon as possible after the end of the semester in which they are incurred, and--except in the most unusual circumstances-- should never remain on a student's record for more than six months.

All financial aid awards are premised on a student's satisfactory progress through the program. Students who do not make satisfactory progress either in the pace or quality of their work may lose or have low priority for departmentally controlled financial support. Students holding regular Teaching Assistantships will be reviewed annually for renewal in a competitive process. Students with multi-year awards may have those awards revoked if they fail to make satisfactory progress in their programs of study.

Students who fail to make satisfactory progress, and then fail to address deficiencies in a timely manner, may be dismissed from the program. A recommendation for dismissal will originate with a student's supervisory committee and requires approval by the Director of Graduate Studies in consultation with the Graduate Committee.

Town Hall Meeting Statement

Every April the Department runs a more traditional Town Hall where students can raise concerns with the History Graduate Student Association co-presidents. They lead discussion and then bring their findings with the Graduate Director who will disseminate any feedback to the faculty and staff.

Graduate Student Progress Evaluation

The performance of students will normally be reviewed during a spring semester meeting of the Graduate Committee with supervisory committee chairs. Recommendations will be made at that time concerning the retention of students in the program.

The faculty will determine:

- If the student's performance and progress toward the degree is satisfactory in all academic respects.
- If specific deficiencies exist in the student's work which must be corrected within a fixed period of time.
- If the student should justify his or her continuation in the program in writing to the Director of Graduate Studies. In such cases, the Supervisory Committee in consultation with the Director of Graduate Studies shall make the final decision regarding continuation in the program.
- If termination from the program should be recommended at the end of the current academic year.

Code of Conduct

All members of the department, faculty, staff and students, must follow the professional code of conduct laid out by the University of Utah Graduate School. But to summarize, all members of our community must value each other and treat each other with respect. We expect all members of the community to adhere to the highest standards of ethics and in accordance with the policies of the University of Utah and with state and federal law. Everyone must refrain from discrimination or harassment. A more complete discussion of the Graduate School's policy can be found here:

<https://gradschool.utah.edu/code-of-conduct.php>

Members of the University of Utah community who wish to report a violation of this Code of Conduct are encouraged to speak to or contact the appropriate administrator or Dean, including the Department Chair or Director of Graduate Studies of their academic program, the Dean of the Graduate School (David Kieda) and/or Associate/Assistant Deans of the Graduate School (Katie Ullman, Amy Barrios, Araceli Frias), or the University's Title IX coordinator (Sherrie Hayashi).

Visitors, including participants at any University or Graduate School sponsored events, are expected to comply with these same standards, as well as to policies at their place of employment. In addition to any applicable reporting requirements at their home site, visitors are encouraged to report violations here as above.]]

Informal Dispute Resolution

Students who have concerns about the behavior of faculty, students or staff, or who feel that they have been treated in ways that do not adhere to the Student and Faculty Code of Conduct should begin by discussing their concerns with the person they feel has violated the Code of Conduct. If that does not work, or if the student is afraid to discuss their concerns with the person involved, the student should meet with the Graduate Director, who may, with the student's permission, may bring in the Chair of the Department to help resolve the issue. The student may also ask for the Graduate Director to advise the Graduate Committee. The student may also access support at the University Counseling Center. The Counseling Center is FREE to all students, regardless of insurance status. Appointments can be made through this link:

<https://counselingcenter.utah.edu/>

Formal Dispute Resolution

If informal dispute resolution and mediation fails to resolve the issue of concern, students may use the University's dispute resolution process, which can be found here:

<https://regulations.utah.edu/academics/6-400.php>

If a student feels they have been subject to discrimination based on a federally protected category or if they feel they have been harassed, they may use any of the following processes or all three at any time-- informal dispute resolution, formal dispute resolution and/or they may report to the University's Office for Equal Opportunity. The OEO reporting portal for discrimination, harassment or sexual misconduct can be found here:

<https://o eo.utah.edu/>

Title IX

Title IX is a federal law that prohibits sex discrimination against all genders in educational institutions. Schools are required to ensure that campuses are free of sex discrimination and have an established procedure for handling complaints. The University of Utah has a Title IX Coordinator to handle complaints of sex discrimination, including complaints of sexual misconduct, including harassment:

Sherrie Hayashi, Title IX Coordinator
Office of Equal Opportunity and Affirmative Action/Title IX
383 SOUTH UNIVERSITY STREET, LEVEL 1 OEO SUITE
SALT LAKE CITY, UT 84112

801-581-8365
oeo@utah.edu

For more information on Title IX, visit <https://sexualassault.utah.edu/>

Important Forms

All the forms that graduate students will ever need can be found in our website:
<https://history.utah.edu/graduate/graduate-handbook-forms.php>

Student Safety

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women’s Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

Safety Resources

University Police: <https://dps.utah.edu>

Phone: 911 or 801.585.2677

Emergency services

Crisis Line (24/7): <https://healthcare.utah.edu/uni/programs/crisis-diversion.php>

Phone: 801.587.300

For crisis intervention, emotional support, and mental health needs

Suicide Prevention Hotline – Utah: <http://www.suicide.org/hotlines/utah-suicide-hotlines.html>

Crisis Prevention – SafeUT Smartphone App: <https://www.uofuhealth.org/safeut>

Free 24/7 access to counselors for crisis prevention and emotional support

University Counseling Center: <https://counselingcenter.utah.edu>

Room 246, Student Services Building (SSB)

Phone: 801.581.6826

Sexual Assault Victim Advocacy: <https://advocate.wellness.utah.edu>
Room 328, Student Services Building (SSB)
Phone: 801.581.7779

Student Health Center: <https://studenthealth.utah.edu/services>
Madsen Health Center, 555 Foothill Drive
Phone: 801.581.6431

The Office of the Dean of Students: <http://deanofstudents.utah.edu>
Room 270, Olpin Union Building

Research Policies & Training

Students must follow University Policy for research and ethics. These policies, the relevant definitions of academic misconduct and the process by which academic misconduct will be addressed can be found at:

<https://regulations.utah.edu/academics/6-410.php>

The Department regularly offers classes in historical methodology including: Historical Methods, Oral History, Careers in Public History and Material Culture. The Department also offers workshops on issues of professionalization such as writing abstracts, designing CVs, panel proposals and issues related to teaching. Recordings of previous workshops are available on the department-maintained Canvas page which also has other resources. Students are invited to join graduate Canvas page in August of their first year.

Institutional Research Board

Students and faculty do not need to obtain IRB approval for oral history projects PROVIDED they follow oral history ethical guidelines as established by the Oral History Association. These guidelines can be found here:

<https://oralhistory.org/principles-and-best-practices-revised-2018/>

The Department regularly offers a class on Oral History and all students interested in using this methodology for their research should take this class.

Research Misconduct

The Department follows all University policies regarding research integrity. The University Office for Research Integrity and Compliance has useful information:

<https://integrity.research.utah.edu>

Safety and Wellness

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support for this goal, the University has

established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

Reporting Safety Issue

If students have concerns about their safety they should report those concerns to our department Associate Director Jessica Brumbaugh.

Student Access to Physical Resources

Departmental Resources

Graduate students in the History Department do not have access to keys, however their student IDs gain them access to both the elevator and the external door on the north side of the building. If students work as Teaching Assistants, they receive a mailbox. All students have access to the graduate student lounge located in room 330 of CTIHB. Teaching Assistants have access to the consultation room in 303 of CTIHB. There is a copy machine/printer on the first floor of CTIHB that students may use, though they will be charged for its use. The University provides each student with an email address. That address **must** be used for all official University business. The Department adds all students to a graduate student list serve that distributes announcements throughout the year.

University Resources

University ID Card

University card information: <https://ucard.utah.edu>

TRAX Pass

UTA University pass: <https://commuterservices.utah.edu/mass-transit>

TRAX Schedules & Maps: <https://www.rideuta.com/Rider-Tools/Schedules-and-Maps>

Wireless Connections

Onboard to Utah wireless: https://onboard.utah.edu/enroll/uofu/prod_3/process

Software

Grammarly Access: <https://gradschool.utah.edu/grammarly>

New Student Guide to Digital Resources:

https://it.utah.edu/help/it_guides/new_student_guide.php

Hardware

University Bookstore: <https://www.campusstore.utah.edu/utah/home>

Surplus & Salvage: <https://fbs.admin.utah.edu/surplus/>

Paychecks & Direct Deposit

HR Paycheck Information: <https://www.hr.utah.edu/payroll/paycheck.php>

Housing

Graduate Student Housing Resources & Options:

<https://housingoptions.utah.edu/graduate-housing/>

Meals & Food

Utah Meal Plans: <https://housing.utah.edu/dining>

Arts & Entertainment

Arts Pass: <https://www.finearts.utah.edu/arts-pass>

Student Awards

Department-Specific Awards

The Department offers an annual \$500 award called the “Climate Essay Award” for the best graduate research essay that addresses issues of social change. Calls for this essay go out in January and are awarded in April.

College/University Fellowships and Awards

A list of the graduate school awards can be found at <http://gradschool.utah.edu/tpb>.

External Fellowship & Award Opportunities

A list of external fellowships is available at <https://gradschool.utah.edu/tbp/external-opportunities>, and students also have access to Pivot, a new tool for finding foundation funding. <https://osp.utah.edu/news/pivot.php>

Student Travel Assistance

The Department offers travel grants of up to \$3000 to as many as three PhD students per year to support dissertation research. This funding may be used to explore potential dissertation topics or to conduct dissertation research. It is intended to cover airfare and other research-related expenses. Applicants must be PhD students in good standing and must have completed all coursework and exams before the expected research trip begins (but not necessarily before submitting the application itself). To be eligible, students must also apply for funding from at least one outside granting agency.

The Department’s Graduate Committee will review and rank applications before passing them with a recommendation to the Department Chair for final funding decisions. Some projects may be partially funded to allow multiple applicants to receive funding. All recipients are required to submit a final report within 90 days of the conclusion of the research trip.

To apply, PhD students should submit the following material to the Director of Graduate Studies in hard copy no later than November 15 of each year: 1) a 3 to 5 page description of the research project, which explicitly states how the proposed research trip will directly benefit their dissertation. Specific details about archives, libraries, and other repositories should be given, along with any supporting documentation; 2) a letter of support from their supervisory chair; 3) a list of external funding agencies to which the student has also submitted an application; and 4) a budget that lists travel costs and other anticipated expenses. Applicants should consult the US government's current per diem listings (www.gsa.gov/perdiem).

Department funds to cover travel, lodging, registration, and per diem are available on a competitive basis to all MS, MA, and PhD students planning to present scholarly work at a professional conference. Note that an application cannot be made until a paper proposal has been accepted for a particular conference. Funding may also be available for PhD students traveling to a conference for a job interview. Requests for such funding should be directed to the Department Chair, and must be supported by the Chair of the candidate's supervisory committee.

The first time a student seeks funds for conference travel they must file an application simultaneously with the Department of History and the University of Utah Graduate School. The Graduate School's travel policy is available [here](#). The amount of department funding for your initial use of departmental travel support will vary. It will not, in any case, exceed \$500. The Graduate school will match Department funds up to \$500, but they will do so only once in student's time at the University.

The department believes presenting at prominent conferences is essential to the professional growth of all of its graduate students. Hence, the department will consider on competitive basis additional conference funding requests from any of its graduate students. The amount of conference expenses the department can fund of these subsequent requests will vary, but will not exceed \$750.

When necessary, the Graduate Committee of the History Department will rank applications for graduate student travel. The Chair will make all final determinations of whether to fund an application and how much is to be awarded. All students who receive department funding for conference travel are expected to present their paper at the History Department Conference in the spring.

To apply, first complete an [application for travel funding](#) as outlined on the Graduate School website. Then submit a copy of that same application, endorsed by the Chair of your supervisory committee, to the Director of Graduate Studies who will forward it to the Chair of the Department of History. Reimbursements are handled by the Administrative Officer, Jessica Brumbaugh. For all reimbursements, students must comply with university policy. If you have questions, please contact Jessica directly: jessica.brumbaugh@utah.edu

There are also awards offered through the Graduate School - the Graduate Student Travel Assistance Award (GSTAA) and the Early Career Professional Development Program (ECPDP). More information on these awards is here: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>.

Student Resources

Departmental Resources

Incoming students compete for three named fellowships - the Maybelle Burton, the Dean L. May, and the History Department Fellowship - as well as Teaching Assistant appointments. We are generally able to offer fellowships or teaching assistantships to about half of our incoming students. Fellowships include a stipend and a tuition waiver; teaching assistants are also eligible for University-subsidized health benefits. PhD candidates who have passed their qualifying exams can apply for college- and university-wide fellowships, including Steffensen Cannon Graduate Fellowships, Tanner Humanities Center Graduate Fellowships, Graduate Research Fellowships, and Mariner S. Eccles Graduate Fellowships in Political Economy. Travel funds for presenting at conferences are available from the Department, the College of Humanities and the Graduate School. The Department also offers travel funds to PhD students to support travel to archives for dissertation research.

The University of Utah has many resources to offer our graduate students. We have area studies programs in the Middle East, Asia, and Latin America Centers, with strong foreign language support and other programmatic resources. The American West Center is a major center of public history and community-engaged scholarship, with varying opportunities for graduate students in History. The Marriott Library, with more than two million volumes, is especially strong in United States History and Western Americana. The Aziz S. Atiya Middle East Library houses one of the largest collections of Arabic, Hebrew, and Persian materials in the country. The nearby LDS Family History Library, with its unparalleled microfilm collection of vital records from throughout the world, affords unique opportunities for scholarly research in social history.

Graduate School Resources

Events

Event & Workshop Calendar: <https://gradschool.utah.edu/events-calendar>

Events & Workshops Description: <https://gradschool.utah.edu/upcoming-events>

Administrative & Records

Graduate Records Office: <https://gradschool.utah.edu/graduate-catalog/graduate-records-office>

Electronic Graduate Record File: <https://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial>

Awards & Fellowships

Graduate Fellowship Opportunities: <https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities>

Graduate Student Travel Assistance Award: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>
Early Career Professional Development Program: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>
Thesis & Dissertation Awards: <https://gradschool.utah.edu/current-students/awards>

Advocacy

Graduate School Diversity Office: <https://gradschool.utah.edu/diversity>
Graduate School Dean: dean@gradschool.utah.edu

Training & Workshop Programs

International Teaching Assistant Program (ITAP): <https://gradschool.utah.edu/ita>
Three Minute Thesis Training & Competition: <https://gradschool.utah.edu/3MT>
Past Workshops & Trainings: <https://gradschool.utah.edu/resource-library/workshops-videos>
Research Communication: <https://gradschool.utah.edu/science-communication>

Writing & Manuscript Editing

Thesis Office: <https://gradschool.utah.edu/thesis>
Grammarly: <https://gradschool.utah.edu/grammarly>

University Resources

Graduate Writing Center & Graduate Student Reading Room

More information: <https://writingcenter.utah.edu/grad-student-services.php>. The Graduate Writing Center is located in the Marriott Library in the Graduate Student Reading Room. To access the Reading Room, students must fill out a Graduate Resources Access Form, found at <https://lib.utah.edu/services/education/gradstudents.php>. eTutoring for Graduate Writing is also available. Students can sign up for this service at <https://writingcenter.utah.edu/graduate-services/e-tutoring.php>

University Libraries

[[In addition to the research offerings, the Marriott Library has events and programs specifically for graduate students. Check <https://lib.utah.edu/services/education/gradstudents.php> for schedules and more information.

Professional Development

Career & Professional Development Center Graduate Student Career Coaching: <https://utah.craniumcafe.com/group/graduate-student-career-coaching>
Graduate Student Teaching Training from Center for Teaching & Learning Excellence: https://ctle.utah.edu/events/ctle_events.php
Higher Education Teaching Specialist Program: <https://ctle.utah.edu/hets>

Student Health, Wellness, & Recreation

Student Health Center: <https://studenthealth.utah.edu>

University Counseling Center (including Mindfulness Center): <https://counselingcenter.utah.edu>

Center for Student Wellness: <https://wellness.utah.edu>

Campus Recreation Services: <https://campusrec.utah.edu>

Leadership & Dispute Resources

Dean of Students Office: <https://deanofstudents.utah.edu>

Faculty Ombudsman: <https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman>

Graduate School: <https://gradschool.utah.edu/contact-us>

Support Groups & Services

Center for Disability & Access: <https://disability.utah.edu>

Office of Equal Opportunity, Affirmative Action, and Title IX: <https://oeo.utah.edu>

Office for Equity & Diversity: <https://diversity.utah.edu>

International Student & Scholar Services: <https://ic.utah.edu>

LGBT Resource Center: <https://lgbt.utah.edu>

Veteran's Support Center: <https://veteranscenter.utah.edu>

Women's Resource Center: <https://womenscenter.utah.edu>

Departmental Listings

Faculty

For a list of our faculty, visit <https://history.utah.edu/faculty/index.php>

Research Specialties

For a list of our graduate fields of study, visit <https://history.utah.edu/graduate/fields-of-study.php>

Staff and Administration

For a list of staff and administration, visit <https://history.utah.edu/about/staff-and-administration.php>

Graduate Students

For a list of current and past graduate students, visit <https://history.utah.edu/graduate/current-past-students.php>