

Ph.D. PROGRAM

At the University of Colorado at Boulder History graduate students are trained in the central principles and research methods that characterize the discipline of History through class instruction and professional development seminars. They also gain a thorough grounding in their particular area of study as well as an ability to situate that area of study in a larger global context. The Ph.D. program does not require the completion of a Master of Arts degree. Qualified applicants who hold an undergraduate history degree or who have completed appropriate undergraduate history preparation may be admitted directly into the Ph.D. program.

All Ph.D. students will focus their studies in two equally weighted fields:

- a regional/national field: American/U.S. History, European History, or Asian History.
- a global/thematic field: Students will be required to take a variety of courses that examine global and transnational history through specific thematic lenses. Recent global/thematic courses include: Modern Empires, Global Environmental History, History and Memory in Transnational Perspective, The Family in the Early Modern and Modern World, and Microhistory.

For the purposes of the comprehensive examination (portfolio), students are expected to work with their faculty advisory committee to craft sub-fields of emphasis within both the regional/national and global/thematic fields.

Transfer of Credit

With the approval of a candidate's advisor and the Director of Graduate Studies, up to nine hours of prior graduate work in history may be transferred into the Ph.D. program. However, if graduate work was completed here at the University of Colorado (while in the MA program, for instance) the Department will accept up to the maximum allowed by the Graduate School, which is 21 credit hours.

Time Limit

Doctoral students normally are expected to complete all degree requirements within six years from the date of the start of course work in the doctoral program. Students who fail to complete the degree in this six-year period may submit a petition, endorsed by the advisor and the Director of Graduate Studies, requesting a maximum of a one-year extension to complete all degree requirements. If the Graduate School does not approve the petition, it may drop the student from the program. This six-year rule is applicable regardless of when the student passes the comprehensive examination.

Course Requirements

A minimum of 45 semester hours of post-baccalaureate course work is required for the degree. All courses completed at the University of Colorado must be taken in the Department of History, except for courses recommended by the advisor and approved by the Director of Graduate

Studies. Only those courses designated 5000 or above will fulfill the requirements for the degree.

A minimum of 18 credit hours must come in *each* of a student's two fields, regional/national and global/thematic (for a total of 36 hours).

Required for all Ph.D. students:

- HIST 5000 (Historical Methods) – this course will ordinarily count towards the “global/thematic” field requirement.
- A two-semester regional/national field colloquium sequence:
 - in American/US history, HIST 5106: Colloquium in US History (“To 1865” and “Since 1865”)
 - in European History, HIST 5012: Colloquium in European History (“To 1789” and “Since 1789”)
 - in Asian History, HIST 5129: Colloquium in Asian History (South Asia and East Asia).
- One additional colloquium course in a field outside of one's own national/regional field. The additional colloquium course will ordinarily count toward the student's required global/thematic course hours.
- At least 6 hours of coursework at the 7000 level. 7000-level research seminars may fill required hours for either the “regional/national” or the “global/thematic” field, depending on the subject area(s) of the course(s).
- Students who have fulfilled their field credit hour requirements may take up to six dissertation hours as portfolio hours to enable them to assemble their portfolios (see below for portfolio details). These six portfolio hours will count towards the 45-hour requirement but are not applied to specific field requirements.

N.B.: 6000-level reading courses taken in a field outside a student's own national/regional field, but which are not listed as transnational/global courses (e.g., a Europeanist taking a 6000-level readings course in U.S. History) may count toward the student's transnational/global field unit requirement with the permission of their advisor and the Director of Graduate Studies.

Satisfactory Progress Toward Degree

All students are expected to make satisfactory progress toward the completion of the degree. Satisfactory progress is defined by a student's meeting **all** of the following conditions:

- The Department of History requires an overall 3.3 grade point average to obtain the Ph.D. degree. No grade below a B- will count toward fulfilling the minimum degree requirements. If a student's grade point average should fall below 3.0, the student will be placed on probation with one semester to raise the grade point average to at least 3.0; failure to accomplish this will terminate the student's participation in the program.
- Completion of a minimum of six hours of course work per semester.
- Completion of coursework in a timely manner. Students who take Incompletes in courses are expected to complete the required work quickly, usually within one

semester of taking the Incomplete. The Department reserves the right to withdraw funding to any students who carry more than one Incomplete or who do not complete Incompletes within one semester. Please note that an Incomplete that is not resolved within one year will, by Graduate School rule, convert to an F.

Each semester, Ph.D. students must meet with their major advisor to choose classes for the following semester. During that meeting, they should discuss progress made toward the degree and any problems that may be slowing progress. If the advisor believes that the student is *not* making adequate progress, s/he should prepare a written report and submit it to the Director of Graduate Studies and for inclusion in the student's file. If the advisor and/or the Director of Graduate Studies have serious concerns about a student's progress, they should call a meeting with the student to discuss the problem and strategize about solutions.

Foreign Language Requirement

All Ph.D. candidates whose native language is English will be required to demonstrate at least second-year (fourth semester) college proficiency in a foreign language of the student's choice. This proficiency may be demonstrated by courses indicated on a student's undergraduate transcript or by passing a fourth-semester course in a foreign language with a C or better. At the discretion of the student's committee, additional languages may be required.

Advisory Committee

Each Ph.D. student will have an Advisory Committee consisting of five members: their major advisor, two faculty members representing the regional/national field, and two faculty members representing the global/thematic field. This Advisory Committee will be responsible for administering the comprehensive exam (portfolio). The student, in consultation with his or her major advisor, should settle on the composition of this committee as soon as possible. Students preparing for comprehensive examinations (portfolio) will meet with their Advisory Committee at the end of the semester before the portfolio semester to discuss the portfolio process.

Ph.D. Portfolio

The Department of History uses a portfolio system of comprehensive examination. A portfolio is a collected sampling of a graduate student's best work from the moment s/he enters the program until s/he is ready to move to candidacy. Rather than separating courses from comprehensive exams, the portfolio system is built upon the idea that students are mastering material and skills throughout the period of their coursework. The portfolio thus pulls together the work that the student has completed during coursework, although a student's Ph.D. student's Advisory Committee will ask students to revise and polish existing work and add several new items to the portfolio.

After completion of the course work requirements, each candidate for the Ph.D. degree must assemble and defend a Ph.D. portfolio. Students must have a 3.3 cumulative grade point average to proceed to the portfolio stage. Students must fill out an "Application for Admission to

Candidacy” with the Graduate Secretary no later than the **first week** of the semester in which their portfolio is to be assembled and defended. At this point, the student's records will be checked to ensure that the student has completed all course, field, and language requirements. (The completed Application for Admission to Candidacy will be held by the Graduate Secretary and submitted later, after the portfolio has been successfully defended.)

At the end of coursework, Ph.D. students will assemble a preliminary list of work produced in their courses. Then, in consultation with their Advisory Committee, they will work out Portfolio Field Agreements with each committee member, which will stipulate what existing material needs to be included in the portfolio, what needs revising, and whether anything new needs to be included. (Forms for the Portfolio Field Agreement can be obtained by the faculty advisor from the History Department website or from the Graduate Secretary.) Ideally all committee members should be on campus and available to work with the student during their portfolio semester. If a committee member is not on campus during that semester and unable to work with the student remotely, the student should seek to replace that committee member with another suitable faculty member. If the Major Advisor is not on campus and is unable to work with the student remotely, the student and the advisor should work together to identify a replacement advisor for the purposes of managing the portfolio process. This is not ideal and should only be resorted to when an advisor is not in a position to regularly communicate with a student. Note: it is advisable to identify a tentative date for the portfolio oral defense early in the process, usually no later than the beginning of the portfolio semester. However, this will remain a *tentative* date: the portfolio oral defense date will not become official until every faculty member has fully signed off on their relevant sections of the written portfolio. Students will continue to work with professors until they have signed off on the sections (see below), so tentative dates may well be moved into the future.

The major advisor will assemble the Field Agreements and provide copies to the Director of Graduate Studies (who will review them to make sure they are reasonable and meet the requirements of the policy) and to the Graduate Secretary (who will place them in the student's file). Field Agreements may not be amended once they are signed and submitted. Students will then take a semester to prepare their portfolios to meet these contractual obligations, in frequent consultation with their committee members. While students may work on their portfolios during the summer, they must defend their portfolios during a regular semester (Fall or Spring). Students may take portfolio hours concurrently with course hours, but they may not defend their portfolios during a semester in which they are still completing coursework.

A Ph.D. student's portfolio should show evidence of the following learning objectives:

- Objective 1: To demonstrate mastery of subject matter sufficient to develop responsible and innovative courses at the university level.
- Objective 2: To demonstrate mastery of subject matter and historiography sufficient to engage other historians in a professional, high-level, and up-to-date manner.
- Objective 3: To demonstrate skills in posing historical questions, finding and working with evidence, applying relevant methodologies to develop a clear and persuasive argument, and writing for a range of professional audiences.

- Objective 4: To demonstrate competence in other respects deemed relevant or necessary by the student in consultation with her or his exam committee (e.g., relevant language skills, digital methods, etc.)

The Ph.D. portfolio must include the following *required* items:

- 1) **Agenda/Overview** – This is a statement of approximately ten pages (3000 words) that summarizes the portfolio contents and describes how the student’s training in various fields coheres. The statement will function as an introduction to the portfolio, and it will give the student a chance to describe his or her intellectual achievements and agenda moving forward. The Major Advisor will take primary responsibility for helping the student prepare and revise this statement.
- 2) **Reading Lists in student’s major fields (can be annotated)** – These lists will be partly generated from the reading students have done during their coursework and will then be augmented when the student gets to the portfolio preparation stage to fill specific holes in their training relative to their research and teaching goals. Students will generate two lists, one for their major geographic field and one for the global thematic field. The student, in consultation with his or her committee members, can then break down those lists into subgroups. Each reading list will normally consist of 75-100 books, and under no circumstances may a Ph.D. student be required to include more than 250 books on the two lists combined. Articles may also be included on these lists, with five articles counting as the equivalent of one book. Given the scope of the global/thematic field, it will be expected that that list will be more focused on specific thematic areas. The list for the major geographic field will combine broad historiographical and topical coverage with some focus in the areas of the student’s specific interests. Faculty may ask students to provide brief annotations. Students will be expected to read and master the books (and articles) on their lists and will be responsible for having done so during the oral portfolio defense (Objectives 1 and 2).
- 3) **Historiographical Essays** – Students will include **at least six and no more than ten** historiographical essays. Some of these will be essays that students will have written in the various readings courses (5000 and 6000 level) that they have taken, though there may be the need/opportunity/desire for students to revise these essays for the portfolio. Students may also be asked by their field advisors to write additional essays (5000 words maximum) on major historiographical themes or substantive topics addressed by their reading lists. These additional essays may address areas not well covered in their course work. Each committee member may ask the student to write one additional essay, and no student will be required to write more than four *additional* historiographical essays. Together these essays will demonstrate mastery of the various literatures encountered during coursework and relevant to the student’s research and teaching fields (Objective 2)
- 4) **Seminar Paper(s)** – Students will revise and include at least one and no more than two of the seminar papers that they have written over the course of their graduate school career. The goal of having a research paper(s) included in the portfolio will be the demonstration of basic mastery in historical research and writing. (Objective 3)

- 5) **Annotated Syllabi** – Students will develop two *annotated* syllabi, one for the survey course that they are most likely to teach in the future (ideally prepping them to be a GPTI) and another for a course in their area of specialization. These syllabi will be used to demonstrate mastery of subject knowledge and teaching methodologies/approaches. Annotated syllabi require students to document and defend the thought that they have put into constructing these syllabi by describing in detail the scope of the course, its major themes, its desired learning outcomes, and the methods of evaluation that will be employed. This is a creative and original assignment. While all teachers borrow liberally, students cannot demonstrate mastery on this component of the portfolio if they merely compile, edit, and annotate existing syllabi in the field. Students will work out the exact details of annotation with the committee members who are overseeing the construction of these syllabi, but examples of appropriate annotations include the following: substantial essays that introduce and defend each syllabus; brief paragraphs that describe each lecture/class meeting; sample lectures/lesson plans/practica; sample powerpoint/keynote presentations; etc. Defending these syllabi will be a key part of the oral portfolio defense (Objective 1).

While the above components are required of all Portfolios, we also encourage students to include additional materials that reflect their achievements and areas of mastery. Several examples are:

- Grant Proposals
- Book Reviews
- Other Teaching Materials
- Website and/or Digital Materials
- Mastery of Language and/or Paleography Skills
- Conference Papers and/or other professional writing
- Oral Histories or Other Archival Projects/Materials

While the Portfolio itself will be the most important material manifestation of student mastery of learning objectives, frequent interactions with Advisory Committee during the building of the portfolio members will also be crucial to student demonstration of mastery.

Once each section of the portfolio is complete and committee members are satisfied with the results, individual committee members will write up Portfolio Field Assessments of the material relevant to them and submit those assessments to both the student and the major advisor. This will generally happen no less than 3 weeks before any tentatively-scheduled defense. Once all of the Field Assessments are completed and the major advisor has reviewed and approved them, the Field Assessments are then sent to both the Director of Graduate Studies and the Graduate Secretary, and the student may then assemble a final portfolio and officially schedule the oral defense. At this point the student should send the final portfolio to all committee members in either paper or electronic form. The final portfolio must include signed copies of both the original Field Agreements and the final Field Assessments. A paper copy of the final portfolio should also be given to the Director of Graduate Studies, who will then make it available in the History Main Office. Ordinarily there will be **two weeks** between the completion/dissemination of the final portfolio and the oral defense.

If a committee member, after working closely with a student, refuses to approve the section of the portfolio over which that committee member has supervisory control, the student should first speak with his/her advisor for initial mediation of the problem. If the advisor and the committee

member cannot provide the student with clear and expeditious advice about how to achieve approval, the student and/or major advisor may then appeal to the Director of Graduate Studies to mediate the dispute. As a last resort, the DGS may bring the dispute to the Graduate Studies Committee, which will assess the portfolio section in dispute and make a final decision about whether it merits approval. It is critical that all Advisory Committee members have realistic expectations about what a student can achieve in a single portfolio semester.

The oral component of the examination is conducted by the candidate's Advisory Committee, but it is, in principle, open to all members of the university's graduate faculty. The oral defense will be two hours in length, and anything contained in the portfolio will be fair game in terms of committee questioning. Students should expect to answer questions about their reading lists and historiographical essays, their seminar papers, their syllabi, and their other materials. The major advisor, in consultation with the committee members, is responsible for organizing and leading the defense in a way guarantees each committee member equal time for asking questions. A major goal of the portfolio system is to make sure that students are prepared to pass their oral exam when they walk in the room. Nonetheless, the oral exam is a stand-alone part of the process, and students who have had their portfolios approved can still fail the oral exam.

The student will leave the room at the end of the oral examination, and the committee will decide the results and convey them to the student immediately after the decision is made. If a student does fail the oral exam, s/he has one opportunity to retake it once, and the committee members should work closely with the student to improve the student's performance. If a student fails a second oral exam, they may not proceed to candidacy.

Once a student has passed the comprehensive exam (oral defense of the portfolio), s/he will advance to candidacy.

Admission to Candidacy

A student must formally apply for admission to candidacy for the doctoral degree upon passing the comprehensive examination. The Application for Candidacy form may be found on the Graduate School website. Before being admitted to candidacy a student must earn at least three semesters toward the minimum registration requirement, and pass the comprehensive examination. Please contact the Graduate Secretary with any questions you might have regarding this matter.

Dissertation

The University requires that a Ph.D. candidate be registered as a regular degree student in residence on the Boulder Campus for at least five and no more than ten dissertation credit hours each semester after passing the comprehensive examination (portfolio). A student not in residence at the University may register for 3 dissertation hours and will be considered to have "off campus" status. The use of certain University facilities (e.g. the library, recreation center, etc.) is prohibited to off campus students. The candidate must be continually enrolled and

accumulate at least thirty dissertation credits.

The dissertation is to be based upon original investigation and must demonstrate mature scholarship and critical judgment as well as familiarity with tools and methods of research. Once the student has advanced to candidacy, s/he should form a five-person Dissertation Committee. The Dissertation Committee will include a student's major faculty advisor, a designated second reader, two other History graduate faculty members, and a member of the CU graduate faculty from another department on campus. Dissertation research and writing are directed by the candidate's major advisor and assisted by a second reader, chosen by the advisor and student. The other three members of the Dissertation Committee will generally read the final dissertation version in preparation for the defense.

Dissertation Prospectus

Prior to undertaking dissertation research, PhD students must prepare and defend a dissertation prospectus. Students should work closely with their major advisor, and other committee members if possible, in preparing the prospectus. A guideline for preparing the prospectus is available from the Graduate Secretary. Students may schedule their prospectus defense once the major advisor agrees that the prospectus is in acceptable shape. The prospectus defense is usually an hour long and must involve at least three members of the dissertation committee (including the major advisor and the second reader). The purpose of the prospectus defense is to give students the chance to convene their committee, explain their project, and receive feedback and suggestions. Students should bring a clean copy of the prospectus title page to their prospectus defense, which the major advisor and other committee members will sign as proof that the defense has successfully occurred. Students should then submit both the signed cover sheet and a clean copy of the final version of the prospectus to the Graduate Secretary. **The Graduate Studies Committee will serve as an appellate board if there are any problems with prospectus approval at the committee level.** Students will have six months from the time they pass their comprehensive exams (portfolio defense) to submit a dissertation prospectus.

Defense of Dissertation

Upon completing the dissertation, the candidate will undergo a final oral examination (the defense) focusing upon the dissertation and the candidate's major field of specialization. For the defense, one member of the five-member committee must be drawn from the University's graduate faculty outside the Department of History. The four departmental members shall consist of the advisor, the second reader, and faculty related to the student's major areas of study. All committee members must have current graduate faculty appointments. Three of the five members must be Boulder campus resident faculty. The chair and outside member must have tenure and/or a regular appointment. In case any of these members is unable to be present at the defense, including the advisor or second reader, the advisor may substitute faculty from related fields with the express approval of the Director of Graduate Studies. The University or outside faculty representative should be from a discipline related to the dissertation topic or the candidate's major field of study. The second reader must be consulted by the advisor at all stages of the candidate's dissertation work. The oral defense shall not be scheduled until both

readers have approved the dissertation. The advisor shall then submit to the Director of Graduate Studies the names of committee members for approval, after which the departmental office will schedule the examination and contact the committee members.

All members of the committee shall ordinarily have at least thirty days prior to the oral defense to examine a complete and finished copy of the dissertation. A finished copy is defined as a polished copy that is complete with bibliography, though not necessarily in final form. Rough drafts and patched-together copies are not acceptable.

Only after full assurance that the foregoing steps have been completed shall the Director of Graduate Studies authorize the actual holding of the oral defense of the dissertation. The purpose of this oral defense is to ascertain that the dissertation is an original contribution to scholarly knowledge in the field.

The above departmental rules with respect to the Doctor of Philosophy degree, supplement, but in no way supersede, the requirements of the Graduate School of the University of Colorado as set forth in the latest University Catalog.