

# DOCTOR OF PHILOSOPHY IN PUBLIC HISTORY

## GRADUATE STUDENT HANDBOOK

ASSEMBLED BY:

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

Revised Fall 2011

Students admitted prior to Fall 2011 should consult the previous handbook.

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

## TABLE OF CONTENTS

---

	<b>page</b>
<b>1. Degree Plan</b>	<b>3</b>
<b>a. Public History Field</b>	<b>3</b>
<b>b. History Field</b>	<b>4</b>
<b>c. Interdisciplinary Field</b>	<b>4</b>
<b>d. Transfer Credit and Credit by Examination</b>	<b>4</b>
<b>2. Foreign Language/Professional Skill Requirement</b>	<b>5</b>
<b>3. Maintaining Satisfactory Progress</b>	<b>6</b>
<b>4. Doctoral Committee / Major Professor</b>	<b>6</b>
<b>5. Qualifying Examinations</b>	<b>7</b>
<b>6. The Professional Residency</b>	<b>7</b>
<b>a. Residency Proposal</b>	<b>8</b>
<b>b. Professional Mentor</b>	<b>8</b>
<b>c. HIST 7991/7992 Professional Residency Colloquium</b>	<b>9</b>
<b>7. Doctoral Portfolio</b>	<b>9</b>
<b>8. Dissertation Proposal</b>	<b>10</b>
<b>9. Dissertation</b>	<b>11</b>
<b>10. Graduation Process/Paperwork</b>	<b>12</b>
<b>11. Public History Program Support for Conference Travel and Thesis Research</b>	<b>12</b>
 <b>FORMS AND GUIDELINES</b>	
<b>Ph.D. Degree Plan</b>	<b>13</b>
<b>Foreign Language/Professional Skill Completion Form</b>	<b>14</b>
<b>Dissertation Advisory Committee Form</b>	<b>15</b>
<b>Report of Ph.D. Qualifying Examinations</b>	<b>16</b>
<b>Residency Proposal Acceptance Form</b>	<b>17</b>
<b>Report of Doctoral Portfolio Defense</b>	<b>18</b>
<b>Dissertation Proposal Acceptance Form</b>	<b>19</b>
<b>Dissertation Guidelines, Department of History</b>	<b>20</b>
<b>Request for Student Travel Assistance Form</b>	<b>23</b>
<b>Request for Student Travel Reimbursement</b>	<b>24</b>

---

## 1. DEGREE PLAN

The College of Graduate Studies requires Ph.D. students to complete a Degree Plan before completing 36 hours of graduate work; however, the History Department prefers that students complete a Degree Plan during the first year of studies or as soon as practicable. The Degree Plan lists the courses the student has taken and those that still must be taken in order to graduate. The student develops a Degree Plan in consultation with the Public History Director and his or her major professor, i.e., the faculty member who will chair the dissertation committee. Students will not be allowed to register for classes beyond 36 hours until the Degree Plan is completed, approved, and filed with the College of Graduate Studies. All courses must be taken at the 6000 and 7000 levels; 5000-level courses do not count toward a graduate degree. Students may count no more than 6 hours of Selected Studies (7910 or 7920) toward their degree.

*A copy of the current version of the Degree Plan form is appended to this handbook and available online at [http://www.mtsu.edu/graduate/pdf/PHD\\_PUHI.pdf](http://www.mtsu.edu/graduate/pdf/PHD_PUHI.pdf).*

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

### a. Public History Field

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

- HIST 7510 Seminar: Public History (3 hrs - required)
- HIST 7991/7992 Professional Residency Colloquium (12 hrs - required)
- 9-12 hours of Public History courses, ~~according to their area of specialization~~, selected in consultation with the Director of Public History and the student's major professor.

#### i. HIST 7510 Seminar: Public History

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

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

#### ii. HIST 7991/7992: Professional Residency Colloquium

Concurrent with completing the Professional Residency (see #6), students participate in a colloquium. HIST 7991 satisfies the University's requirement that Ph.D. students receive at least 6 semester hours of instruction in pedagogy. Students read

and discuss a common body of literature designed to examine pedagogical principles and issues in relation to public history practice in a variety of settings. HIST 7992 focuses attention on the scholarly and intellectual content of the doctoral portfolio (see #7).

### **b. History Field**

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

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

### **c. Interdisciplinary Field**

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

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

### **d. Transfer Credit and Credit by Examination**

In accordance with university policies and regulations, Ph.D. students may receive up to 12 semester hours of credit following a review of the student's previous academic work and his or her portfolio of professional activities during the seven years prior to entering the program. Transfer credit may be awarded for previous academic coursework that has not been used to satisfy requirements for an earned graduate degree. Credit by examination may be awarded based on verifiable products of professional practice. The following procedures and guidelines apply:

1. A student initiates a formal review process with a letter of request addressed to the Public History Director and copied to the Graduate Director. The letter must document specific equivalencies between previous academic coursework or professional activities and the student learning outcomes (SLOs) established by the History Department for History and Public History graduate courses (6000 and 7000 level). For courses offered by other departments, it is the student's responsibility to obtain the SLOs. Supporting materials as appropriate must accompany the letter of request. Please consult with the Public History Director before initiating a request for review.

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

## **2. FOREIGN LANGUAGE/PROFESSIONAL SKILL REQUIREMENT**

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

- a. Demonstrate reading proficiency in a foreign language for research purposes by passing the specific proficiency examination administered by the Foreign Languages and Literature Department.
- b. Earn a grade of A or B in GERM 5990, FREN 5990, SPAN 5920, or an approved course designed to develop proficiency in a foreign language for research purposes.
- c. Complete one of the following professional development courses: HIST 7190 State and Local History, HIST 7225 Oral History Theory and Methodology, HIST 7530 Administration of Historical Organizations, HIST 7550 American Material Culture, HIST 7551 American Architectural History, and HIST 7555 Archaeology and Public History. [Note: a course used to satisfy the professional skill requirement may not also be counted toward meeting another degree requirement.]
- d. In consultation with the Public History Director and the Graduate Director, elect an alternative research or professional skill such as GIS, quantitative analysis for history, American Sign Language, historical theory (e.g., Marxist, feminist, post-modern), or information technology for digital humanities. Students are responsible for finding appropriate courses and an expert willing to train them and test competency. The Public History Director and Graduate Director will approve petitions for alternative research or professional skills only if they are related to a student's work and career goals.

e. Submit documentation verifying the completion of at least 40 classroom hours of professional development workshops. These may be a combination of workshops offered in conjunction with conferences, MTSU workshops, and workshops offered by professional organizations.

*A copy of the Foreign Language/Professional Skill Requirement Completion Form is attached to this handbook.*

### **3. MAINTAINING SATISFACTORY PROGRESS**

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

#### **a. Grade Requirements**

A doctoral student is maintaining satisfactory progress toward completion of the degree so long as he or she attains the grades of A or B (including B-) in classes that count toward the Ph.D. The university allows Ph.D. students to count 7 semester hours of “C” grades toward degree requirements, but the History Department does not. The department will not accept a grade of C+ or lower in 6000/7000 level courses.

#### **b. Intervention Committee**

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

#### **c. Dismissal**

Following the initial recommendations, the intervention committee will monitor the student’s progress. If the student receives a second grade of C+ or lower, the committee may recommend to the Graduate Committee that the student be dismissed from the program. Upon receipt of the intervention committee’s recommendation to dismiss, the Graduate Committee will make its own determination, and, if it chooses to accept the intervention committee’s decision, it will recommend in writing to the Graduate Dean that the student be dismissed.

Students dismissed under this procedure have the right to appeal for cause to the Graduate Council.

### **4. DOCTORAL COMMITTEE / MAJOR PROFESSOR**

As soon as practicable, students should constitute a Doctoral Committee, which typically functions as the student’s Dissertation Advisory Committee after he or she has been advanced to candidacy. This committee is selected in consultation with the Public History Director the Graduate Studies Director. It must include:

- Two public history faculty members
- One history faculty member
- One member representing the interdisciplinary field
- The professional mentor also may be invited to participate in the dissertation process

Members of the doctoral committee must be on the Graduate Faculty and should hold credentials that are consistent with the student's degree plan. The student will select one member of the committee to serve as his or her major professor. In most cases, the major professor also will chair of the Dissertation Committee, but changes can be made. To serve as a dissertation director, a faculty member must hold doctoral status on the Graduate Faculty.

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

## 5. QUALIFYING EXAMINATIONS

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

### a. Written Exams

The writtens consist of two 4-hour essay examinations. The first, on the History Field, allows a student to demonstrate mastery of the scholarship compiled in his or her History Field reading list. The second exam covers the Interdisciplinary Field with similar intent. The student's major professor will coordinate the written examinations with the two members of the doctoral committee who develop the questions and evaluate the answers.

### b. Oral Exam

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

Upon successful completion of qualifying examinations and defense of the professional residency proposal (see 6.a), a Ph.D. student is advanced to candidacy. The student's major professor is responsible for submitting the Report of Ph.D. Qualifying Examination form and the Ph.D. Residency Proposal Acceptance form.

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

## 6. THE PROFESSIONAL RESIDENCY

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

expected that a candidate's dissertation will flow from the residency, in topic, practice, and/or professional skills.

#### **a. Residency Proposal**

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

- i) identify the partnering institution (The Center for Historic Preservation provides opportunities for residencies, and several other institutions have partnered with the Department as well),
- ii) the candidate's professional mentor, and
- iii) the candidate's project plan for the year.

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

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

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

#### **b. Professional Mentor**

The professional mentor is an important part of the Public History Ph.D. and should be someone with significant experience in the candidate's chosen practice field. If possible, the candidate is encouraged, but not required, to choose a professional mentor early in his or her doctoral work. Choosing a mentor at the outset of Ph.D. work will allow the mentor to be involved in all of the steps along the way. Mentors are encouraged to participate in the Professional Residency Colloquium and, after presenting appropriate credentials for Graduate Faculty membership, may serve on the Dissertation Committee. Minimally, the candidate must select a professional mentor by the time of the Residency Proposal and must do so in consultation with the student's major professor and potential mentor.

The professional mentor should have professional qualifications or graduate education or certification equivalent to or greater than the skills/competencies required of the resident in his or her chosen practice field. The professional mentor is encouraged to participate in the Professional Residency Colloquium and expected to commit to the long-term professional development of the candidate. The professional mentor need not be employed by the institution where the candidate is serving his or her residency.

### c. HIST 7991/7992 Professional Residency Colloquium

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

#### Guidelines for the Residency and the Professional Residency Colloquium

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

## 7. DOCTORAL PORTFOLIO

The doctoral portfolio is the means by which a candidate's mastery of public history literature and praxis will be evaluated in lieu of a written exam in the Public History field. From the point of matriculation, each student should begin compiling a portfolio of exemplary work, including work products from class projects, research/graduate assistant assignments, and the residency; research papers completed as class assignments; and work products from any independent projects completed during one's doctoral studies.

During the residency year, specifically as part of HIST 7992, candidates are expected to prepare their doctoral portfolios for examination. The portfolio must contain a reflective essay of at least 20 pages (typed, double space, 12 pt. font, 1-inch margins), excluding footnotes and bibliography. The essay provides an opportunity for the student to articulate for the examining committee the salient aspects of his or her scholarly and professional development in conjunction with doctoral studies as a whole and particularly during the residency experience. For example:

- Consider the historiography of public history and the historiography that bears on your particular residency project.
- Consider the required and/or recommended readings for the professional residency colloquium, which are selected to focus attention on critical issues of pedagogy and professional practice that apply broadly, in relation to your praxis experiences in general and your residency in particular.
- Consider the relevance of history in contemporary society in light of your studies and praxis experiences.
- Compare the repertoire of knowledge and professional skills that you possessed prior to undertaking doctoral studies with the repertoire that you will take with you when you complete your degree.
- Consider the ways in which your residency pushed you to expand or polish your professional competencies.

- Reflect on the institutional context and the interpersonal dynamics of your residency: what did you learn about yourself from this experience? In particular, reflect on your relationship with your mentor.

In addition to the reflective essay, the portfolio should include all materials pertinent to one's scholarly and professional development in public history during the period of doctoral studies at MTSU. Portfolios should be easy to navigate; use tabbed dividers or some other method to make them user friendly. When a work product is long, bulky, or in a format that does not fit neatly into a binder—e.g., published book, media production)—include a sample or submit the work separately. A typical portfolio might be organized as follows:

- Title page and table of contents
- Curriculum vita [include a section that addresses public history experience prior to entering the MTSU program]
- Reflective essay [extensive bibliography expected]
- Research papers
- Residency work product/s
- Other public history work products [organized by type, in chronological order, or whatever seems appropriate]

At the end of the residency year, the candidate will defend his or her doctoral portfolio. This defense will include a formal presentation before the candidate's doctoral committee in an open forum. The portfolio may be defended at the same time as the dissertation proposal.

*A copy of the Report of Doctoral Portfolio Defense is appended to this handbook.*

## **8. DISSERTATION PROPOSAL**

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

The dissertation proposal should include the following:

- a) a tentative title
- b) an approximately 100-word abstract identifying the topic and the research question
- c) a 10-15 page essay, answering the following questions:
  - What is the state of historiography in the area of your topic?
  - What is the state of public history theory and practice in the area of your topic?
  - What is your research question, and how will answering it add to the historiography and public history theory and practice in the area of your topic?
  - How will you answer your research question, including a summary of relevant source material?
  - What will be the relationship of your dissertation to your professional residency and professional development as a public historian?
- d) a chapter-by-chapter outline
- e) comprehensive, annotated bibliographies of relevant primary and secondary sources, in standard form according to Turabian guidelines
- f) a plan for completion, including research plans (e.g., travel, professional contacts, IRB questions); funding needs and plans for acquiring them; and, a tentative schedule for completion.

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

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

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

## **9. DISSERTATION**

### **a. HIST 7640**

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

### **b. Dissertation Guidelines**

#### **i. Department of History**

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

#### **ii. College of Graduate Studies**

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

*College of Graduate Studies Thesis/Dissertation Checklist On-Line at <http://www.mtsu.edu/graduate/forms.shtml>.*

### **c. Dissertation Defense**

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

### **d. Signatures**

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

### **e. Deadlines**

The College of Graduate Studies maintains deadlines for the submission of completed, signed dissertations. Check the College of Graduate Studies website for these dates. Remember that, although committee members sign off on the dissertation after the defense,

the candidate typically must correct minor errors, put the dissertation in proper format, and prepare the dissertation for submission in the required formats. Then it must be signed by the Department Chair, and then reviewed and approved by the Graduate Dean. Do not expect to hand in a final draft a few days before the Graduate College's deadline for filing and expect to get done.

## **10. GRADUATION PROCESS/PAPERWORK**

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

<http://www.mtsu.edu/graduate/student/graduation.shtml#intent>

*The College of Graduate Studies Graduation Checklist is online at:*

[http://www.mtsu.edu/graduate/pdf/Intent\\_Graduate\\_Guidelines.pdf](http://www.mtsu.edu/graduate/pdf/Intent_Graduate_Guidelines.pdf)

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

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

[http://www.mtsu.edu/graduate/pdf/intent\\_graduate.pdf](http://www.mtsu.edu/graduate/pdf/intent_graduate.pdf)

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

<http://www.mtsu.edu/graduate/student/survey.shtml>

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

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

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

**College of Graduate Studies  
Degree Plan for Ph.D. in Public History (60 Hours)**

must be submitted prior to completing 30 graduate credit hours.  
 approved MTSU courses being submitted by transfer credit coursework. (**Transfer Equivalency Form MUST** be approved and on file in  
 of Graduate Studies prior to submission of this form).  
**n to Candidacy Form** must be submitted for any change in required courses. **DO NOT MAKE CHANGES ON THIS FORM.**  
 signature of your graduate academic advisor and submit to the College of Graduate Studies, MTSU Box 42, Sam H. Ingram Building.

MTSU ID #: M Name: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

MTSU Course ID # (including Prefix)	Course Title	Credit Hours	Grade	Transfer Course ID
<b>Public History Field 24-27 hours (Seminar: Public History; 9-12 Hours seminars; 12 Hours professional residency)</b>				
HIST 7510	Seminar: Public History	3		
HIST 7991	Professional Residency Colloquium	6		
HIST 7992	Professional Residency Colloquium	6		
<b>History Field (9-15 Hours seminars) Specify Field _____</b>				
<b>Interdisciplinary Field (9-12 Hours) Specify Field _____</b>				
<b>Skill Set--Specify Skill:</b>				
<b>Dissertation Research</b>				
HIST 7640	Dissertation	12		
<b>Department Admissions Conditions Met?</b>		Yes	No	Department must verify that condition(s) were / were not met.

\_\_\_\_\_  
Signature of Candidate Date: \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor Date: \_\_\_\_\_

\_\_\_\_\_  
Graduate Program Director Date: \_\_\_\_\_

\_\_\_\_\_  
College of Graduate Studies Coordinator Date: \_\_\_\_\_

**FOREIGN LANGUAGE / PROFESSIONAL SKILL COMPLETION FORM**

Department of History  
Middle Tennessee State University

Student Name \_\_\_\_\_

Student M Number \_\_\_\_\_

Check One:

\_\_\_\_\_ A. Foreign Language Option

Language \_\_\_\_\_

*Attach documentation from the MTSU Department of Foreign Languages noting a passing score on the selected translation exam.*

*NOTE: Foreign Languages not tested at MTSU must go through the "Other Research Skill" procedure, below.*

\_\_\_\_\_ B. Pre-approved MTSU Course

HIST \_\_\_\_\_

Completed: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ B. Other Research or Professional Skill

Skill \_\_\_\_\_

Name of Expert \_\_\_\_\_

*Attach petition made to the Graduate Director, and documentation of completion of the testing/assessment of the research or professional skill.*

\_\_\_\_\_  
Graduate Director Date \_\_\_\_\_

June 2011

College of Graduate Studies  
**Dissertation Advisory Committee Form**



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

Candidate Name: \_\_\_\_\_ MTSU ID #: \_\_\_\_\_

who is enrolled in the \_\_\_\_\_ program

Email Address: \_\_\_\_\_ Phone (with area code) \_\_\_\_\_

**Tentative Dissertation Title:**

\_\_\_\_\_  
\_\_\_\_\_

**Dissertation Advisory Committee Members:**

*(Committee members must have Graduate Faculty status granted by the Graduate Council of the College of Graduate Studies. The committee chair must hold Doctoral status.)*

Name	Signature	Date
Chair	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____
Member	_____	_____

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_

**Committee Approved By:**

Signature of Graduate Program Director \_\_\_\_\_ Date \_\_\_\_\_

College of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

**Submit this completed form to:**

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

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

Candidate Name: \_\_\_\_\_ M#: \_\_\_\_\_

**History Field Written Portion**

Examiner \_\_\_\_\_ Date \_\_\_\_\_

This student has (check one):

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

**Interdisciplinary Field Written Portion**

Examiner \_\_\_\_\_ Date \_\_\_\_\_

This student has (check one):

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

**History and Interdisciplinary Field Oral Portion**

Public History Advisor 1 \_\_\_\_\_ P F

Public History Advisor 2 \_\_\_\_\_ P F

History Field Advisor \_\_\_\_\_ P F

Interdisc. Field Advisor \_\_\_\_\_ P F

We report that this student has (check one):

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



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

Candidate Name: \_\_\_\_\_ M#: \_\_\_\_\_

Residency Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We report that this candidate has successfully defended his/her residency portfolio.

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

	P	F
Public History Member 1		

	P	F
Public History Member 2		

	P	F
History Member		

	P	F
Interdisciplinary Member		

Date: \_\_\_\_\_

**Department of History**  
**Middle Tennessee State University**  
**DISSERTATION PROPOSAL ACCEPTANCE FORM**

Candidate Name \_\_\_\_\_ M# \_\_\_\_\_

Tentative Dissertation Title \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

	P	F
Public History Member 1		

	P	F
Public History Member 2		

	P	F
History Member		

	P	F
Interdisciplinary Member		

Date \_\_\_\_\_

**PLEASE ATTACH A COPY OF THE PROPOSAL.**

## DISSERTATION GUIDELINES

Department of History  
Middle Tennessee State University

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**9. Graduate Office Procedures for Dissertations:** After a dissertation is submitted to the Graduate Office, it goes through another review process. The Dean of the College of Graduate studies, or his/her representative, will read the completed dissertation and may require further text changes or format corrections. Once read, the Dean will send a letter to the student, thesis director, Department Chair, and Director of Graduate Studies notifying these persons of his/her decision to accept or reject. Note: the Dean's signature is required on the dissertation, and (s)he has every right to refuse to accept the work if (s)he deems it beneath Graduate School standards.



**Public History Program**  
**Department of History**

**REQUEST FOR STUDENT TRAVEL ASSISTANCE**  
**PUBLIC HISTORY PROGRAM**

Depending on funds availability in any given semester:

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

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

NAME: \_\_\_\_\_

M# \_\_\_\_\_

DATE: \_\_\_\_\_

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

**CONFERENCE TRAVEL**

Name of Conference: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Location: \_\_\_\_\_

Are you presenting a paper or poster?  YES  NO

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

Have you requested SGA funding through AGSH?  YES  NO

**RESEARCH TRAVEL FOR THESIS OR DISSERTATION**

Dates of Travel: \_\_\_\_\_

Name/s and location/s of research repositories:

\_\_\_\_\_  
 \_\_\_\_\_

APPROVED

\_\_\_\_\_  
 Director, Public History Program

\_\_\_\_\_  
 Date

FOR OFFICE USE ONLY:

Funds Encumbered

Semester \_\_\_\_\_ Year \_\_\_\_\_



**Public History Program**  
**Department of History**

**REQUEST FOR STUDENT TRAVEL REIMBURSEMENT – PUBLIC HISTORY PROGRAM**

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

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

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

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

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

NAME: \_\_\_\_\_

M# \_\_\_\_\_

DATE: \_\_\_\_\_

WHERE DID YOU GO (City, State)? \_\_\_\_\_

FOR:  CONFERENCE TRAVEL  RESEARCH FOR THESIS OR DISSERTATION

If conference travel, name of conference: \_\_\_\_\_  
\_\_\_\_\_

If conference travel, were you a presenter?  YES  NO

Did you receive funding from Graduate Studies?  YES  NO  
If you answered YES, how much funding did you receive? \_\_\_\_\_

Did you receive funding from SGA through AGSH?  YES  NO  
If you answered YES, how much funding did you receive? \_\_\_\_\_

Amount remaining unreimbursed: \$ \_\_\_\_\_

AMOUNT REQUESTED FROM THE PUBLIC HISTORY PROGRAM \$ \_\_\_\_\_

APPROVED

\_\_\_\_\_  
Director, Public History Program      Date

