University of South Florida
Department of History

Welcome & Orientation
For
New M.A. & Ph.D. Students
Fall 2015
Introductions/Who’s Who?

• History Department Chair = Dr. Michael Decker
• History Department Graduate Coordinator = Dr. Julie Langford
• Graduate Advisor = Dr. Jennifer Dukes-Knight

History Department Office Staff:
• Graduate Program Assistant = Connie Bryan
• History Department Program Assistant = Tami Davis
• Office Manager = Theresa Lewis
The M.A. Program Website:
http://history.usf.edu/grad/ma/

The Ph.D. Program Website:
http://history.usf.edu/grad/phd/

Graduate School Website:
http://grad.usf.edu/
Graduate Catalog

- [http://www.grad.usf.edu/catalog.php](http://www.grad.usf.edu/catalog.php)
- Static document: Your catalog follows you through graduation
  - You may opt into later catalog year
- You are responsible for being familiar with and following information in the catalog
  - When in doubt, look it up
Grad School Resources

• Plagiarism Regulations:
  http://www.grad.usf.edu/plagiarism.php

• Workshops:
  http://www.grad.usf.edu/workshops.php

• Thesis & Dissertation guidelines:
  http://www.grad.usf.edu/ETD-res-main.php

• Funding opportunities:
  http://www.grad.usf.edu/opportunities-for-gradstudent.php
History Dept. Grad Handbooks

- M.A.:  

- Ph.D.:  

- Fluid documents: changes will be implemented as needed
  - A guide, not a contract
  - Currently undergoing a major update; frequently has minor updates
Some Important Graduate Student Responsibilities

• Be aware of program requirements – Graduate Student Data Form
• Select Major Professor & Committee member(s)
  – M.A.: 1 major, 1 minor member; 3 members for Thesis committees
  – Ph.D.: 3 members for Comps, 4 for candidacy/dissertation
• Schedule Regular Meetings w/Major Professor
• Meet official deadlines and requirements
Some Important Graduate Student Responsibilities

• When in doubt, ASK!

• Set up milestones early (Language exams, Comps, Thesis/dissertation, graduation)
  – Missed deadlines cost you time & money!
Fields and Exams

• You must choose, in consultation with your Major Professor and/or the graduate coordinator, a major and a minor field.

• It is your responsibility, again in consultation with your Major Professor, to make sure you are taking courses that will fulfill the requirements of your major and minor fields.

• You must take comprehensive exams – as a PhD student to move into doctoral candidacy, as an MA to take Thesis hours or complete the program.
  – Ph.D. students must submit candidacy paperwork before enrolling in dissertation hours.

• You must also take a language exam. This must be completed before you take your comprehensive exams.
A Few Other Important Things To Keep In Mind

• Graduate classes from other universities (including other USF campuses) are only transferable with approval
• Incomplete grades are granted at the instructor’s discretion
• All graduate students must maintain a 3.0 to be considered in good academic standing
• A graduate student who is found in violation of academic dishonesty policies and assigned an “FF” grade will be dismissed from the university and ineligible to apply to any other program at USF
Last Words…

• **Our mission is to train you to be first-rate historians.**

• **We will provide you with the intellectual and institutional tools to succeed.**

• **You are responsible for creating your own success.**