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Welcome to the Department of History at the University of Southern California! The aim of this handbook is to provide students with the resources needed to successfully navigate through the Ph.D. Program in History. It is not exhaustive, but strives to include important information regarding program requirements, timeline to degree, examinations, research and dissertation writing along with campus resources and information related to Dornsife College of Letters, Arts, and Sciences and The Graduate School.

While this handbook covers a significant amount of information, it is not a substitute for advisement. Please seek out your Faculty Advisor, the Director of Graduate Studies and the Student Services Advisor for assistance with any questions.

Some content within this handbook comes directly from the USC Catalogue, The Graduate School website and publications, and the USC Student Affairs SCampus. The USC Catalogue is the primary source of all academic and university policies. The USC Graduate School mission is to promote a distinguished Ph.D. educational experience, to celebrate graduate student achievements, and to provide leadership in the establishment and communication of policies, standards, and processes related to graduate education at USC. The Division of Student Affairs is devoted to creating an integrated learning experience that helps students reach their educational, personal, and professional aspirations. They help create a campus community where students are prepared to contribute to a changing world. The University of Southern California has outlined student policies, rules, regulations and standards of conduct in the 2018-19 edition of SCampus.

University Catalogue: http://catalogue.usc.edu/index.php

USC Graduate School: http://graduateschool.usc.edu/

USC Student Affairs SCampus: https://studentaffairs.usc.edu/scampus/
WHO WE ARE & WHAT WE DO

Department Chair – Professor Karen Halttunen  
halttune@usc.edu; SOS 153
The Department Chair determines the department’s tone and direction and represents the department in College and University administration and in the wider profession. The department chair, who generally serves a three-year term, oversees allocation of financial resources to the graduate program and the History Graduate Student Association, has ultimate responsibility for assigning Teaching Assistantships and is involved in determining course offerings and faculty responsibilities.

Director of Graduate Studies – Professor Paul Lerner  
plerner@usc.edu; SOS 276
The Director of Graduate Studies (DGS), is an appointed faculty member responsible for overseeing all aspects of the Graduate Program including, but not limited to, directing the admissions process; serving as a representative of the graduate program; planning progress through degree; organizing foreign language exams; discussion of exam fields; grants and fellowships; teaching and teaching assistantships; placement; professionalization.

Graduate Studies Committee – Members appointed annually before start of Fall semester
The Graduate Studies Committee, one of three standing departmental committees, approves curricular change, evaluates fellowship applications, evaluates admission applications, and serves as a resource for graduate student advisement.

The History Graduate Students’ Association (HGSA)
President – Stanley Fonseca; sfonseca@usc.edu  Vice President – Corey Blanchard; cdblanch@usc.edu
HGSA organizes scholarly, social, and professionalization events throughout the academic year. HGSA also collaborates with the DGS in organizing the Recruitment Weekend held for applicants to the doctoral program every spring.

Department of History Staff:
Student Services Advisor (SSA) – Melissa Calderon  
mborek@usc.edu; SOS 153
Provides information regarding the technical aspects of the Ph.D. program; maintains student files; tracks progress to degree; grants D-Clearance; schedules and organizes qualifying examinations; disseminates information on funding opportunities; initiates petitions with The Graduate School; manages and tracks student funding with Dornsife College and The Graduate School; serves as a liaison to Graduate Admissions and The Graduate School; coordinates technical aspects of graduate program admissions. Also advises History undergraduate majors.

Office Manager – Lori Rogers  
lrogers@usc.edu; SOS 153
Oversees the management of the Department of History main office; distributes Lab keys.
Administrative Assistant II – Sandra Hopwood

Distributes departmental keys (with the exception of the Lab); provides copier access/codes; manages dossiers for placement; point person for exceptional funding.

Administrative Assistant II – Simone Bessant

Manages TA classroom requests for review sessions; organizes make-up exams.

HISTORY FACULTY (& JOINT APPOINTMENTS)

For more information about faculty research interests and contact information, please refer to the Department of History website: http://dornsife.usc.edu/cf/hist/people/hist-faculty-roster.cfm

Richard Antaramian
Marjorie Becker
Lisa Bitel (Religion)
Daniela Bleichmar (Art History)
William Deverell
Alice Echols (Gender & Sexuality Studies)
Philip Ethington (Political Science; Spatial Sciences)
Richard Fox
Jason Glenn
Joshua Goldstein (East Asian Languages and Cultures)
Wolf Gruner
Sarah Gualtieri (American Studies & Ethnicity, Middle Eastern Studies)
Karen Halttunen
Deborah Harkness
Kyung Moon Hwang (East Asian Languages and Cultures)
Lon Kurashige
Paul Lerner
Peter Mancall (Anthropology)
Maya Maskarinec
Lindsay O’Neill
Ketaki Pant
Edgardo Perez Morales
Nathan Perl-Rosenthal
Joan Piggott
Steven Ross
Ramzi Rouighi (Middle East Studies)
George Sanchez (American Studies & Ethnicity)
Vanessa Schwartz (Art History)
Nayan Shah (American Studies & Ethnicity)
Brett Sheehan (East Asian Languages and Cultures)
Jacob Soll (Philosophy)
Benjamin Uchiyama
Aro Velmet
Francille Wilson (American Studies & Ethnicity)

AFFILIATED FACULTY

Bettine Birge (East Asian Languages & Cultures)
Leo Braudy (English)
Christelle Fischer-Bovet (Classics)
Ariela Gross (Law)
Daniel Klerman (Law)
Carolyn Malone (Art History)
John Pollini (Art History)
David Sloane (Public Policy)

ADJUNCT & VISTING FACULTY

William Estrada, Adjunct Assistant Professor of History
Sharon Gillerman, Adjunct Associate Professor of History
Steve Hindle, Adjunct Professor of History
Darryl Holter, Adjunct Associate Professor of History
Richard Hovannisian, Adjunct Professor of History
Mark Robison, Adjunct Professor of History
Peter Westwick, Assistant Professor (Research) of History

POSTDOCS & VISITING SCHOLARS

Karin Amundsen, USC Dornsife Dean’s Postdoctoral Scholar – Teaching Fellow
Elizabeth Logan, USC Postdoctoral Scholar – Teaching Fellow
Kimberly McNair, USC Postdoctoral Scholar – Teaching Fellow
Jeremy Mikecz, USC Mellon Digital Humanities Fellow
CURRENT GRADUATE STUDENTS

Jillian Barndt
Field(s): Premodern Japan, Education, Pedagogy, Women, Gender, Heian and Kamakura Periods
Email: jbarndt@usc.edu

Corey Blanchard
Field(s): Early Modern Atlantic World, Colonial America, British Imperial History ca. 1500-1800, Native American History, Borderlands History, Race and Slavery, Material Culture
Email: cdblanch@usc.edu

Jiakai (Jeremy) Chua
Field(s): Chinese History, Politics, & Society; Aviation Public Policy, Management, & History; Financial Crises & Contagion; Economic & Business History; Genealogy of Disruptions: Innovation, Science, & Technology
Email: jiakaijc@usc.edu

Jillaine Cook
Field(s): 19th-20th Century U.S., Canada, Transnational History, Empire, Racism, Immigration Policy
Email: jillainc@usc.edu

William Cowan
Field(s): Environment, Indigenous Peoples, Race, California & the West
Email: wcowan@usc.edu

Jonathan Dentler
Field(s): Modern European, 20th century US, visual culture and technology
Email: dentler@usc.edu

Harrison Diskin
Field(s): American Cultural and Intellectual History; Atlantic World; Age of Revolutions; Visual Culture
Email: hdiskin@usc.edu

Laura Dominguez
Field(s): 19th and 20th Century California & the West; Borderlands Architecture and Placemaking; Chicana/o and Latina/o History; Heritage Conservation
Email: ladoming@usc.edu
CURRENT GRADUATE STUDENTS

Stanley Fonseca
Field(s):
Email: sfonseca@usc.edu

Yesenia Hunter
Field(s): US History, History of the West, Spatial History, Public History, Immigration, Migrant Farmworkers, Labor, Space, Place, Memory, Citizenship and Belonging, Performance, Material Culture, Material Practice
Email: yhunter@usc.edu

Sayantani Jana
Field(s): Modern Europe, German History, Holocaust and Genocide Studies
Email: sjana@usc.edu

Simon Judkins
Field(s): American
Email: sjudkins@usc.edu

Jordan Keagle
Field(s): American West, Environmental History: Animals and Plants, Food
Email: keagle@usc.edu

Randall Meissen
Field(s): Early Modern Atlantic World, Science
Email: meissen@usc.edu

Carlos Parra
Field(s): 19th-20th Century U.S. History, Mexican American and Latina/o History and Identity, Borderlands/Frontera Studies
Email: cparra@usc.edu

Skyler Reidy
Field(s): American Southwest
Email: sreidy@usc.edu

Jenna Ross
Field(s): Modern Europe, particular emphasis on the Great War in France and Germany
Email: jennaros@usc.edu
CURRENT GRADUATE STUDENTS

Steven Samols
   Field(s):
   Email: ssamols@usc.edu

Gary Stein
   Field(s):
   Email: garystei@usc.edu

Angelica Stoddard
   Field(s): 20th Century U.S. History, The American West, Race and Ethnicity, Gender History, Social Welfare Programs, Immigration Policy
   Email: astoddar@usc.edu

Daniel Wallace
   Field(s): 19th Century U.S. History, The American West, Civil War/Reconstruction
   Email: wall692@usc.edu

Emily Warren
   Field(s):
   Email: ewarren@usc.edu
DEGREE REQUIREMENTS

All entering students (including those with MA degrees) are required to take HIST 500 in their first semester of study. All students are required to take two 600-level research seminars in the Department of History. At least one of these seminars must be in the major area of study. Students must complete a minimum of 60 units of course work. No more than 8 units of the 60 may be in HIST 794a, HIST 794b, HIST 794c, HIST 794d, HIST 794z (dissertation writing sequence). Students must complete at least 30 units of graduate course work within the Department of History.

Coursework is expected to be taken at the graduate level, although students may take up to four 400-level courses toward completing the field requirements (outlined below) with the prior consent of their faculty advisor. Required courses include:

- 4 courses (minimum) in a Major Field
- 2 courses (minimum) in a Minor Field
- 3 courses (minimum) in an Area of Specialization
- Fulfillment of general course work requirements

First-year students typically take three graduate level courses each semester, which count toward field requirements and help prepare them for qualifying examinations.

Second-year students typically take two courses per semester, plus the teaching practicum, while preparing for exams and also working as Teaching Assistants. HIST 595x: Practicum in Teaching is required in the first semester of Teaching Assistantship. The course is only offered in the fall semester. Some students finish coursework, complete language requirements, and take Qualifying Exams.

Third-year students who have not already passed their Qualifying Exams will take them before the end of this year. Students who have completed coursework and are preparing for their Qualifying Exams will enroll in GRSC 800.

Fourth- and fifth-year students carry out their necessary research to draft their dissertation. Students should be in regular contact with their Dissertation Committee during this critical time.
REGISTRATION & COURSE ENROLLMENT

All registration transactions occur using Web Registration, which can be accessed by logging into your MyUSC account. The Schedule of Classes for Spring typically comes out at the beginning of October, and students may begin registering toward the end of October. The Schedule of Classes for Fall typically comes out at the beginning of March and students may begin registering toward the end of March. The SSA will email all students to inform them of the relevant dates throughout the year.

Once the Schedule of Classes is available, students are expected to meet with their Faculty Advisor to discuss their course plans for the upcoming semester. This meeting may happen in person or via email correspondence. If the meeting happens via email, the Faculty Advisor will need to send their approval of their students’ programs to the SSA. The Department tracks these discussions and approvals via your Graduate Student Requirement Guide (GSRG), which the SSA maintains.

All Department of History graduate level courses (level 500 and higher) require special permission in order to enroll, this is called Departmental Clearance or “D-Clearance” for short. Section Numbers with a D at the end (37200 D for example) require D-Clearance.

The Graduate Student Requirement Guides will be provided to students in advance of their meeting with their Faculty Advisor. Once completed, students may return the form to the SSA’s mailbox for processing. The content will also be updated on the students’ online version of the form. View access to the form will be provided to students via Google Drive so they may keep track of their progress. Once the form is processed, the SSA will grant the D-Clearance for the courses and confirm via email. Please allow at least 48 hours for processing as the months of October/November and March/April are extremely busy. Students who will be taking courses outside of the Department of History may need to request D-Clearance from those specific departments. The contact information for D-Clearance is usually listed at the top of the department page on the Schedule of Classes. If you have any questions about whom you should contact, please ask the SSA or DGS.

Once students pass their Qualifying Examinations, they will begin the Dissertation Sequence course work, HIST 794a–z. They will enroll in these courses until they complete their Dissertation. The Dissertation Sequence still requires D-Clearance and should be requested though the SSA. A separate email prompt will be sent to those students who will be enrolling in the Dissertation Sequence courses.
TRANSFER COURSEWORK

The Degree Progress Department in the Office of Academic Records and Registrar determines whether course work taken elsewhere is available for transfer credit. Faculty of the student’s degree program determine whether such credit is applicable toward a specific graduate degree, subject to approval by the dean of the degree-conferring unit. The faculty's decision should be made no later than the end of the second year.

Credit will only be allowed for courses (1) from an accredited graduate school, (2) of a quality of at least 3.0 on a 4.0 grading scale, (3) constituting a fair and reasonable equivalent to current USC course work at the graduate level and (4) logically fitting into the program for the degree. The university also evaluates courses completed through the armed services and may grant credit for such courses as detailed in the subsequent Credit for Military Education section (see below). Transfer course work is applied as credit (CR) toward the degree and is not included in the calculation of a minimum grade point average for graduation.

Graduate transfer credit will not be granted for life experience, credit by examination, extension courses not accepted toward a degree by the offering institution, correspondence courses or thesis supervision. Graduate transfer credit will not be granted for course work taken elsewhere after a student has been admitted and enrolled at USC unless the student receives prior written approval from the department. Students may not take courses elsewhere as a substitute for courses in which they have received grades that fail to meet departmental or university requirements.

Transfer work must have been completed within seven years of admission to a USC master’s degree program (or 10 years for a doctoral program) to be applied toward that degree. Departments have the option of reevaluating transfer work when a student is readmitted to a USC graduate degree program. Requests for exceptions should be directed to the dean of the degree program for approval.

- A maximum of 30 units of transfer credit may be applied toward the doctoral degree.
- Students must provide documentation such as transcript and course syllabi for the courses to be considered.
- The Faculty Advisor in collaboration with the DGS will evaluate the proposed courses to determine whether credit can be granted.

Students should consult with the SSA and the DGS about this process.
THE DOCTORAL PROGRAM

The Doctoral Program in the Department of History offers broad training across multiple fields and methods of historical study and related disciplines. Our students learn how to carry out advanced scholarly research, write, and publish in multiple media, speak persuasively in public and academic settings, and teach in their specialties and more broadly to diverse audiences. It is an intensive course of study consisting of research seminars, historiographical colloquia, and independent research, culminating in the dissertation. The history profession nationwide combines a traditional emphasis on geo-temporal fields (e.g., U.S. in the 19th century; medieval Europe) with a new emphasis on trans-nationalism, comparative history and interdisciplinary investigation. The USC program reflects the changing landscape of historical training and scholarship.

THE DOCTORAL PROGRAM: Major Field

Following the traditional emphasis, each graduate student must declare a major field in a geo-temporal area at the time of application to the program. Major Fields of study include: American/U.S.; Early Modern Europe; Korea; Latin America; Medieval Europe; Middle East; Modern China; Modern Europe; and Pre-Modern Japan. The purpose of the major field is to prepare students broadly for teaching and research.

The course requirement for the major field is a minimum of 4 courses. Students should consult with their advisor for the particular course requirements of their chosen major field. Students may, with the support of their advisor, petition the DGS and Graduate Studies Committee for an alternative major field.

In some cases, there are additional, field-specific requirements, for example the American/U.S. field requires the three semester historiography sequence HIST 566, 567, and 568.

THE DOCTORAL PROGRAM: Minor Field

By the beginning of his or her second year in the program, each graduate student must declare a minor field in consultation with his or her advisor. The minor field is intended to broaden skills beyond the geo-temporal boundaries of the major field. The minor field may be chosen from the list of major fields (i.e., a student entering the program with American/U.S. as a major field might select "modern Europe" as a minor field), or it may be conceived comparatively, thematically or cross-disciplinarily. Possible minor fields include: Atlantic World; Gender and Sexuality; Modern Europe; Pre-Modern Japan; Trans-Pacific History; and Visual Studies. This list is not exhaustive and is meant to suggest only possible courses of study.
The course requirement for the minor field is a minimum of 2 courses. Depending on their areas of interest, some students may substitute a second major field for the minor field, or complete two minor fields.

THE DOCTORAL PROGRAM: Area of Specialization

By the beginning of his or her second year in the program, each graduate student must declare an area of specialization. The area of specialization is intended to deepen the student's scholarly training in the chosen area of the dissertation. Possible fields for the area of specialization include: Gender Studies; History of Science and Medicine; The American West; Urban History, Visual Studies; and War and History. This list is not exhaustive and is meant to suggest only possible courses of study.

The course requirement for the area of specialization is 3 courses.

Either the minor field or the area of specialization must be outside the major field of study, transnational, or outside the discipline of history. Each student must consult with his or her advisor in putting together these fields of study.

THE DOCTORAL PROGRAM: Foreign Language/Research Tool Requirements

Students are expected to satisfy language requirements before the end of their second year in the program and this requirement must be met before a student is eligible to take the Qualifying Examination. Students have a choice between demonstrating proficiency in one foreign language or competence in two.

- Proficiency in a foreign language denotes advanced reading ability and conversational ability.

- Competence in a foreign language denotes the ability to read and translate passages.

Language exams are administered by the DGS or a designated faculty member. Competence in foreign languages is assessed in two-hour translation examinations. Dictionary use is permitted. A student aiming for Proficiency must first pass the translation exam and upon passing, must schedule an oral examination with a faculty member designated by the DGS.

Students are expected to choose their languages in consultation with their advisors. Note that certain fields demand additional language training beyond the department requirements; these must be worked out in consultation with advisors.
THE DOCTORAL PROGRAM: Screening Procedures

The performance of every graduate student is formally evaluated by the full faculty of the History Department, normally at the end of the spring semester and before a student has completed 24 units toward the degree. Students are required to submit a self-evaluation of their progress by April 15th of each year which will become a part of the annual screening. Unsatisfactory progress toward the degree requires either remedy of the deficiencies or termination of the student's graduate program. After successfully passing the screening procedures, each student establishes a qualifying exam committee which then supervises preparation for the Qualifying Examination.

THE DOCTORAL PROGRAM: Qualifying Examinations & Qualifying Exam Committee

Each student must set up a qualifying exam committee by the end of the third semester in residence. It includes at least five members, at least three of whom are from the History Department, and at least one of whom comes from outside the History Department the outside person must be a tenure-track faculty member from a PhD granting program. The qualifying exam committee will oversee the student's written and oral qualifying examination, which should be taken by the end of his or her fifth semester in residence and no later than the end of the sixth semester. The examination covers the major field, minor field and area of specialization. Students prepare for these exams by developing, in collaboration with their qualifying exam committee, reading lists for study in their major field, minor field and area of specialization.

The qualifying examination consists of two parts:

- Three four-hour (open book and open note) written responses, based, respectively, on the major field, the minor field and the area of specialization.

- A two-hour oral session, which is an opportunity for further discussion of the written exam questions with broader field specific discourse.

Students will be placed in an empty office in the Department of History and provided an internet disabled laptop on which to type their exams. Notes must be either hard copy or on a flash drive in PDF format.

Students with one fail or more than two low-pass grades on the written responses will not be permitted to sit for the oral segment of the examination. The qualifying exam committee determines whether a student may retake any parts of the examination graded low-pass or fail.

A student must wait at least six, but not more than nine, months to retake any part, or all, of the qualifying examination. No part of the examination can be retaken more than once.
THE DOCTORAL PROGRAM: Scheduling the Qualifying Examinations

Students are advised to start planning their exams as early as possible, and at least several months before they are planning to take the exams. The SSA serves as a guide through this process.

The Appointment or Change of Qualifying Exam or Dissertation Committee form, available on the Graduate School Website, is used to establish the Qualifying Examination Committee. The form requires the signatures of each member of the committee, the department chair or program director, and dean or dean’s designate. The completed form is filed in the student’s home department or program. Students must obtain signatures of the committee members and then submit the form to the SSA.

Form: http://graduateschool.usc.edu/current-students/guidelines-forms-requests/

Students should then consult with their Committee Chair to determine a date for the Written and Oral Examinations. Once dates have been confirmed, it is important to relay them to the SSA as soon as possible to ensure proper scheduling. Typically, students take the three written exams over the course of a week. Written exams are approximately two weeks in advance of the Oral Examination so that the Committee has time to review the Written Examinations.

Questions about this process should be directed to the SSA and/or the DGS.

THE DOCTORAL PROGRAM: Preparing for the Qualifying Examinations

Once students settle on their examination fields, they create Field Bibliographies in conjunction with their examiners. These bibliographies are key to the exam. In some cases, two faculty members will direct the readings in a single field.

The outside member of the Exam Committee may be, but does not need to be, an active examiner. The outside member serves as the representative of the vice provost for graduate programs. As such, the outside member determines if the qualifying examination is conducted with appropriate standards for the advancement to candidacy. The outside member also ensures that the student is justly and fairly treated by the committee and department.

Typically, student and professor work together to design a list providing basic coverage of a particular field’s literature. Some professors assign reading lists; others may ask students to prepare their own list. Students may also wish to consult with more advanced students in their fields.
The number of items on a field examination reading list varies by field and professor. Students should plan to spend a summer or a semester actively reading for exams. Students may enroll in HIST 590 which is a directed readings course for credit or they may enroll in GRSC 800.

**THE DOCTORAL PROGRAM: Taking the Written Examination**

The SSA will assist the students with the administration and logistics of the Qualifying Examination.

Students are expected to meet with the SSA to schedule the dates of the Written and Oral Examinations. Students will check in with the SSA each morning of their Written Exam days at which point they will be provided with the Exam question they wish to take on that day. Students may check in as early as 8:30am when the main office opens and must be finished with the exam by 4:30pm to ensure there is enough time to process the exam before the office closes at 5pm.

Students have four hours of writing time for the exam which may be divided as they wish throughout the 8:30am-4:30pm window of time. They may take breaks as needed.

After the completion of the Written Examinations, the SSA will disseminate the work to the Committee for review. She will also prepare the necessary approval materials for the Oral Examination.

**THE DOCTORAL PROGRAM: Oral Examination**

The Committee will meet briefly at the start of the Oral Examination to determine if the student passed the Written Examinations; if so, the student will be invited in to participate in the Oral Examination. At the conclusion of the Oral Examination, the Committee will decide if the student has passed the Qualifying Examinations. Permission to conduct a remote-participation Qualifying Examination must be obtained by the Qualifying Examination committee Chair from the Vice Provost for Academic Affairs and Graduate Programs at least two weeks prior to the date of the exam. A maximum of two out of the five Qualifying Examination committee members may participate remotely. The committee Chair and the outside member may not participate remotely.

The SSA will process the necessary paperwork whether the student passes or does not pass the Qualifying Examinations. After a student passes the Qualifying Examinations, he or she is eligible to receive a Masters in History. The SSA will add the degree to the student’s record and enter the necessary information to award the degree. Students may participate in the Commencement Ceremony for the academic year in which they have been awarded the degree.
The semester following successful Qualifying Examinations, students will begin the Dissertation Sequence of coursework (HIST 794a, HIST 794b, HIST 794c, HIST 794d, HIST 794z). Students must register each semester thereafter to maintain continuous enrollment until the dissertation is completed.

THE DOCTORAL PROGRAM: Dissertation Committee

After students have successfully completed their qualifying examinations, they select a dissertation committee consisting of at least three members, including at least two from the Department of History. These individuals will be in charge of guiding the dissertation to completion. The dissertation committee is appointed as soon as possible after the examination has been passed.

The Appointment or Change of Qualifying Exam or Dissertation Committee form, available on the Graduate School Website, is used to establish the Dissertation Committee. The form requires the signatures of each member of the committee, the department chair or program director, and dean or dean's designate. The completed form is filed in the student’s home department or program. Students should obtain signatures of the committee members and then submit the form to the SSA.

Form: http://graduateschool.usc.edu/current-students/guidelines-forms-requests/

Questions about this process should be directed to the SSA and/or the DGS.

THE DOCTORAL PROGRAM: Prospectus & Prospectus Defense

Within six months of passing the qualifying examination, students must submit a formal dissertation prospectus to all members of the dissertation committee and pass a one-hour prospectus defense convened by that committee. Some students (e.g., those whose major field is East Asia) can, with the approval of their dissertation committee, petition the Graduate Studies Committee for an extension of this six-month deadline. After passing the dissertation prospectus defense, a student is admitted to candidacy for the PhD degree. The student will thereafter concentrate on the dissertation.

The Dissertation Prospectus is a chapter-length paper that sets out the historical problem at the heart of a student’s proposed dissertation. The prospectus explains the importance of the selected topic, situates the project in terms of the existing historiography, proposes methods for approaching the problem, and describes available evidence or source base for the dissertation. It also lays out the plan for the completion of the research for and writing of the dissertation.
The typical sections of a Dissertation Prospectus includes the introduction, literature review/historiography, dissertation question/argument, significance of the project, methodology/approach, research plan, and chapter breakdown. HIST 700 may be available for students who desire a structured setting for defining their dissertation topics and composing their prospectuses.

In the rare case of a failed Prospectus Defense, the student must schedule a second defense within three months of the original defense date.

**THE DOCTORAL PROGRAM: Dissertation**

The dissertation is a book-length scholarly monograph based on research, fieldwork, and scholarly analysis. It should be an original contribution to academic historical discourse. The American Historical Association offers helpful advice about choosing a dissertation topic. Whether or not students enter the program with a dissertation topic in mind, professors and fellow students will help determine general areas of interest, frame questions that will propel further inquiry through the research years and hone a topic.

Once a student has completed the writing of the dissertation, he or she must follow the guidelines set forth by the Graduate School to defend and submit their work. Refer to the Graduate School website (http://graduateschool.usc.edu/current-students/guidelines-forms-requests/#required-documents) for all resources.

**THE DOCTORAL PROGRAM: Defending the Dissertation**

After passing all required courses and the qualifying examination, and after meeting all other requirements, the candidate must write and defend the dissertation. The doctoral dissertation must be an original contribution to scholarship or scientific knowledge and must exemplify the high degree of scholarly advancement and power of investigation demanded by the university for final recommendation to the doctorate. The Dissertation Defense is the culminating activity in the assessment of whether this standard has been met.

Students should consult with the SSA in concert with their Dissertation Committee to schedule a date for the defense.

While the oral examination is open to the general university community, only the members of the dissertation committee have the authority to recommend acceptance of the dissertation. During the oral defense, all members of the dissertation committee must be present and must give a judgment on the student’s defense. The recommendation must be unanimous. Permission to conduct a remote-participation Dissertation Defense must be obtained by the Dissertation Chair
from the Vice Provost for Academic Affairs and Graduate Programs at least two weeks prior to
the date of the exam or defense. A maximum of one out of the three Dissertation Committee
members may participate remotely. The committee Chair and the outside member may not
participate remotely.

If the defense is satisfactory, the committee then signs the electronic Approval to Submit
Defended and Final Copy of Dissertation form. If additional work is required, the electronic form
must be signed only on full completion. The student’s dissertation committee is responsible for
the content and bibliographical consistency of the dissertation.

THE DOCTORAL PROGRAM: Submitting the Dissertation

Required documentation is electronically submitted to the Graduate School by the deadline date
and time. It is then reviewed by the thesis coordinator. When the documentation is determined
to be complete, the candidate is cleared to electronically submit the dissertation manuscript.
Required documentation for doctoral students includes the electronic Approval to Submit
Defended and Final Copy of Doctoral Work form, the most recent Appointment or Change of
Qualifying Exam or Dissertation Committee form, and for PhD students only, the electronic
receipt confirming completion of the Survey of Earned Doctorates.

Manuscripts are reviewed and required documentation is processed in the order received.
Students have three months from the date the committee chair signs the Approval to Submit form
to complete the necessary corrections to the formatting of the manuscript.

Early Submission Option: Students who submit the necessary documentation a week or more
before the add/drop deadline and who also upload the manuscript to the Graduate School by the
add/drop deadline in a given term are exempted from the requirement to register in 594 or 794 in
that semester. Otherwise, students register for 594, 794 or the equivalent in order to maintain
continuous enrollment. International students considering the Early Submission Option should
check with the Office of International Services to be sure the lack of course registration will not
affect their visa status.

THE DOCTORAL PROGRAM: Ph.D. Hooding Ceremony & Commencement

To mark the significant accomplishment of earning a Ph.D., students are invited to participate in
the Ph.D. Hooding Ceremony and Commencement in the academic year in which they plan to
defend their Dissertation. Each year the SSA sends out information leading up to the event which
happens in May.
ADVISEMENT

Graduate students have a number of resources for advisement within the Department of History. Students should take advantage of these resources early and often to support their timely progress through the program.

The Director of Graduate Studies (DGS) is available to advise all graduate students in the program. Students must meet with the DGS at least once per year. Students who are Pre-Qualifying Exams typically meet with the DGS in the Fall semester, while ABD students meet the DGS in Spring. DGS office hours, including when possible, special graduate student office hours, will be announced each semester.

Students are expected to meet with their Faculty Advisor at least once per semester, but are encouraged to meet as often as possible. In the early stages of the program, the Faculty Advisor will assist students with the structure of their fields of study and guide them as they prepare for their Qualifying Examinations. They will approve their course plans each semester and sign off on the Graduate Student Requirement Guide.

The Student Services Advisor (SSA) is a professional staff member whose role is to support and counsel graduate students through the technical aspects of the program. Students should be in regular contact with the SSA regarding course enrollment each semester, progress towards their Qualifying Examinations, plans for their Teaching Assistantships, applications for and receipt of fellowships, and their plans for defending their dissertation. The SSA will provide information about the Qualifying Examination process along with managing the administration of the exam. The SSA will send email notifications from the Department of History, Dornsife College and the Graduate School, so it is important for students to regularly check their USC email accounts. SSA office hours will be announced each semester. Appointments are available upon request.

Please note: In addition to advising graduate students, the SSA advises the Department of History undergraduate majors and minors. The SSA meets with undergraduates regularly throughout the semester. If a graduate student needs immediate assistance from the SSA during a time in which a meeting with another student is already in progress, students are asked not to interrupt. If the meeting is during graduate student office hours, students should wait in the lobby area of the main office until the SSA is finished meeting with the current student. If this occurs outside of office hours, students may email the SSA for assistance.
FUNDING INFORMATION

Graduate student support packages provide for three years of fellowship to allow full time focus on academics and two additional years of support as a teaching assistant so that students may develop the additional skills needed for their professional futures.

Teaching Assistants (TAs) help full time faculty in course instruction, taking responsibility for leading discussion sections, grading student work, helping the professor with class preparation, and advising undergraduate students on both course requirements and their classroom performance. TA stipends are for a full-time appointment, and also provide tuition remission for full-time study as well as health insurance and mandatory student health center fees.

Teaching Assistantships are assigned by the Department Chair and DGS for each semester. Students may request to teach in a particular class for a particular professor. Student preferences are taken into account as much as possible, but ultimately assignments will be made based upon departmental need.

Other Sources of Funding for research, travel, and dissertation writing support are available as USC-funded internal grants and grants/fellowships from external sources. Students are expected to seek funding through Graduate School Fellowships and outside sources. Students may reference the Department of History webpage for more information on available resources: http://dornsife.usc.edu/hist/graduate-resources/. The Graduate School has a helpful list of external fellowship opportunities here: http://graduateschool.usc.edu/fellowships/external-fellowships/.

EXCEPTIONAL FUNDING

The Department of History awards grants of up to $500 per year to graduate students at any stage in the program to help cover the costs of conference or research related travel. These funds are contingent upon approval of your Faculty Advisor/Dissertation Chair and the DGS. However, due to fluctuating budgets, the department cannot guarantee that there are sufficient funds for each student each year.

The required exceptional funding form is available from Sandra Hopwood.
PAYROLL & STIPEND PAYMENT INFORMATION

The first Fellowship stipend check will be mailed to the mailing address in OASIS. Please be sure to keep this address current. Should you wish to set up Direct Deposit for your stipend checks, please fill out the Direct Deposit Authorization Form in the back of this binder.

Please refer to the following links for more information regarding payment dates:
http://ais-ss.usc.edu/empldoc/schedule/p_2018/p2018-mo.html
http://financialaid.usc.edu/general/stipend-domestic.html
http://financialaid.usc.edu/general/stipend-international.html

Students who are Teaching or Research Assistants through Workday (Payroll System) may set up Direct Deposit themselves. Students can also set up ACH on their student account through OASIS directly.

Insert tax information here:
Stipend payments are

Dornsife Payroll Office in AHF 108. The can be reached by phone X04940
HELPFUL LINKS

To access the following resources, go to www.usc.edu and click the Popular Links tab next to the Search box at the top right hand corner of the page.

MyUSC
This is a customizable online portal which provides access to services at USC. Services include Web Registration, OASIS, Blackboard, Faculty/Staff/Student Directory, Library Information, Course Enrollment Information, Daily Trojan, Google Apps, Student Announcements, and University Event Calendar.

OASIS (Online Academic Student Information System)
This is where you will find all aspects of your academic record. It is recommended to access OASIS through your MyUSC page.

- Course Information includes your Registered Course List, Book List, Enrollment History, Restrictions, STARS Report, Grade Report, and Permit to Register.
- Financial information includes your USCe.pay and USC Payment Plan, Financial Aid Services, and Tax Documentation.
- Course Transfer includes your Transfer Credit Report if you have coursework from other institutions.
- Record Ordering Services includes your Degree Verifications and Transcripts.
- Other Services include Updating Expected Graduation Term, Diploma Delivery, Change of PIN, Change of Address, Guest Access, and Student Health Insurance.

USC Schedule of Classes – https://classes.usc.edu/
This site is produced by the Registrar and provides a list of all courses offered each semester by each department throughout the university.

The Graduate School – http://graduateschool.usc.edu/current-students/
Comprehensive student resource for policies, standards, and processes related to graduate education at USC.