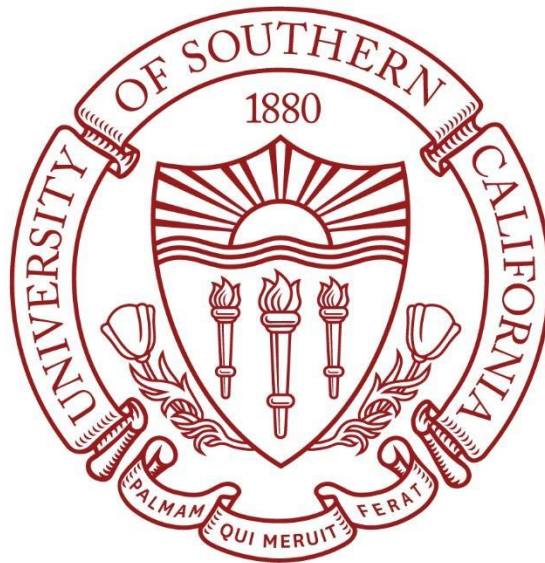


*Last update: Wednesday, September 28, 2022*

# University of Southern California Van Hunnick Department of History

Graduate Student Handbook  
2022 – 2023



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## TABLE OF CONTENTS

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<a href="#"><u>Welcome</u></a>	2
<a href="#"><u>Who We Are</u></a>	2
<a href="#"><u>History Faculty &amp; Joint Appointments</u></a>	4
<a href="#"><u>Affiliated Faculty</u></a>	5
<a href="#"><u>Adjunct &amp; Visiting Faculty</u></a>	5
<a href="#"><u>Current Graduate Students</u></a>	5
<a href="#"><u>The Doctoral Program</u></a>	6
<a href="#"><u>Degree Requirements</u></a>	7
<a href="#"><u>Transfer Coursework</u></a>	8
<a href="#"><u>Fields (Major, Minor, Area of Specialization)</u></a>	9
<a href="#"><u>Language Requirements</u></a>	10
<a href="#"><u>Qualifying Examination</u></a>	11
<a href="#"><u>Scheduling the Qualifying Examination</u></a>	12
<a href="#"><u>Preparing for the Qualifying Examination</u></a>	12
<a href="#"><u>The Written Examination</u></a>	12
<a href="#"><u>Oral Examination</u></a>	13
<a href="#"><u>The Dissertation</u></a>	13
<a href="#"><u>Dissertation Committee</u></a>	13
<a href="#"><u>Prospectus and Prospectus Defense</u></a>	14
<a href="#"><u>Dissertation</u></a>	14
<a href="#"><u>Defending the Dissertation</u></a>	15
<a href="#"><u>Submitting the Dissertation</u></a>	15
<a href="#"><u>Ph.D. Hooding Ceremony &amp; Commencement</u></a>	16
<a href="#"><u>Screening Procedures</u></a>	16
<a href="#"><u>Registration &amp; Course Enrollment</u></a>	16
<a href="#"><u>Advisement</u></a>	17
<a href="#"><u>Funding Information</u></a>	18
<a href="#"><u>Teaching Assistantships</u></a>	18
<a href="#"><u>Other Sources of Funding</u></a>	18
<a href="#"><u>Exceptional Funding</u></a>	18
<a href="#"><u>Payroll &amp; Stipend Payment Information</u></a>	19
<a href="#"><u>Helpful Links</u></a>	19

## Introduction

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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

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### **Department Chair – Professor Jay Rubenstein**

*jayruben@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 Jason Glenn**

*jkg1549@gmail.com; SOS 163*

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 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 – Lauren Kelly

*kellylau@usc.edu*

Vice-President – AnnaBella Grant

*adgrant@usc.edu*

Secretary – Daniel Delgado

*danield7@usc.edu*

GSP Rep – Abby Gibson

*gibsonam@usc.edu*

HGSA organizes scholarly, social, and professionalization events throughout the academic year. It also collaborates with the DGS in organizing the weekend visit for students newly admitted to the doctoral program each spring.

**Department of History Staff:**

**Student Services Advisor (SSA) – Jennifer Hernandez**

*jenniferhd@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.

**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**

*sandrajo@usc.edu; SOS 153*

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

**Administrative Assistant II – Simone Bessant**

*bessant@usc.edu; SOS 153*

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

## HISTORY FACULTY (& JOINT APPOINTMENTS)

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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  
Alice Baumgartner  
Marjorie Becker  
Lisa Bitel (Religion)  
Daniela Bleichmar (Art History)  
William Deverell  
Christina Davidson  
Alice Echols  
Philip Ethington  
Joan Flores-Villalobos  
Richard Fox  
Jason Glenn  
Anne Goldgar  
Joshua Goldstein  
Wolf Gruner  
Sarah Gualtieri (American Studies & Ethnicity, Middle East Studies)  
Deborah Harkness  
Lon Kurashige  
Paul Lerner  
Peter Mancall  
Jessica Marglin (Religion, Law)  
Maya Maskarinec  
Admire Mseba  
Celeste Menchaca  
Alaina Morgan  
Lindsay O'Neill  
Ketaki Pant  
Edgardo Perez Morales  
Nathan Perl-Rosenthal  
Joan Piggott  
Steven Ross  
Ramzi Roughi (Middle East Studies)  
Jay Rubenstein  
George Sanchez (American Studies & Ethnicity)  
Vanessa Schwartz (Art History)  
Laura Isabel Serna (Cinema & Media Studies)  
Brett Sheehan  
Jacob Soll (Philosophy, Accounting)  
Benjamin Uchiyama

Aro Velvet  
Francille Wilson (American Studies & Ethnicity)

#### **AFFILIATED FACULTY**

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

#### **ADJUNCT & VISITING FACULTY**

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Steve Hindle, Adjunct Professor of History  
Darryl Holter, Adjunct Professor of History  
Elizabeth Logan (Institute for California & the West)  
Robert Ritchie, Adjunct Professor of History  
Peter Westwick, Adjunct Professor (Research) of History

#### **POSTDOCS & VISITING SCHOLARS**

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Karin Amundsen, Postdoctoral Scholar – Teaching Fellow  
Naomi Sussman, Postdoctoral Scholar – Teaching Fellow

#### **CURRENT GRADUATE STUDENTS**

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For more information about current graduate students research interests and contact information, please refer to the Department of History website:

<https://dornsife.usc.edu/cf/hist/hist-student-roster.cfm>

## THE DOCTORAL PROGRAM

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The Doctoral Program in the Department of History offers broad training in multiple fields and methods of historical study. Our students learn how to carry out advanced scholarly research, write, and publish in multiple media, speak persuasively in academic and public settings, and teach both in their specialties and beyond. Our curriculum consists of research seminars, thematic readings courses, historiographical colloquia, and independent research. And it culminates in the execution of original research and the writing of a dissertation. The history profession nationwide combines a traditional emphasis on geo-temporal fields with a new emphasis on transnationalism, comparative history, and interdisciplinary investigation. The department's program reflects the changing landscape of historical training and scholarship and, indeed, is in the process of revising its curriculum.

The revised curriculum will go into effect beginning in the Fall of 2023. All students who enter the program that term or thereafter will therefore be required to meet the degree requirements of the revised curriculum. Students who began the program in Fall 2022 or earlier have the option of fulfilling the requirements either of the revised curriculum or the one that is currently in place. Students must declare which curriculum they have chosen before they take their qualifying exam. In the following pages, the current requirements and more general commentary on the program will appear in this typeface and color. *The requirements and commentary for the revised curriculum will be in green.*

### *Trajectory*

The first year in the program provides opportunities for students both to explore different historical fields, topics, and approaches and to begin to define their fields of study and areas of research interest. With rare exception, first-year students use one of their fellowship years to take three graduate level courses each semester, one of which (History 500) is intended to push students outside their fields of interest to consider the discipline of history more broadly – that is, research methods, theoretical approaches, and a range of practical issues. The other seminars give students a chance to explore topics that may or may not ultimately lead to dissertation work, and while some may ultimately lay the foundation for published work down the road, others may simply give students a chance to get their feet wet in unfamiliar fields or topics. In any case, students should plan to write a research paper in a 600 level seminar at some point during their first year. And they should use this year (and the summer) to develop any particular skills (languages, quantitative approaches, familiarity with other disciplines, etc.) that may serve their emerging research interests down the road. By the end of the year, they should have a clear sense for which member(s) of the faculty will serve as their principal advisor(s).

The second year is generally a time for students to begin to sharpen their interests and hone in on potential dissertation topics as they begin to think more systematically about their qualifying exams (fields, committee members, reading lists, timeline, etc.). Second-year students typically work as teaching assistants and take two courses per

semester plus the teaching practicum (HIST 595x), which is required by the college in the first semester of teaching assistantship. By the end of the summer – if not by the end of the spring term – they should have completed all required coursework and their language exams and to have begun to develop reading lists with members of their qualifying exam committee. Ideally, students would devote at least a significant part of the summer to preliminary research for their dissertations so that they will be able to apply for dissertation research to lay a foundation for their prospectus and research fellowship applications (fall of their third year).

The third year is one of transition from course work to dissertation work. Students typically teach during the fall and usually in the spring as they take any additional courses they wish, prepare for exams, write a dissertation prospectus, and ultimately advance to candidacy so that they can embark on full time dissertation research. During the fall, students will be strongly encouraged to apply for additional (internal and external) funding support for their fourth year. Some students will also plan to take their exams in the fall, but when they do so depends on the vision of their advisors, the particular fields students have chosen, and the depth of background they had when they entered the program – students with previous masters degrees, for instance, tend to take them earlier and those who have developed a more advanced draft of their prospectus before the exams, may wish to take them in the spring. Either way, it is advisable to dedicate several months of focused study to exam preparation. Shortly after completing the exams, students submit and defend a prospectus and, in any case, should plan to have advanced to candidacy and begin dissertation research at some point during the year.

Fourth- and fifth-year students usually use fellowship – either from part of their original funding package or from other USC programs or external institutions – to support research and dissertation writing.

Although we prefer for students to complete the program in five years, it is not uncommon for students to require additional time, which is typically funded by either additional years of fellowship students have won either from USC or other institutions – when you win a competitive fellowship, you are able to bank fellowship from your initial funding package for use later – or by additional terms as a teaching assistant.

### **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

The revised curriculum has streamlined course requirements and no longer requires a particular number of courses in the major field, minor field, or area of specialization:

- Students must complete a minimum of 60 units of coursework.
- Students must complete 10 (4-unit) courses before their qualifying exam, including the following:
  - History 500 in the fall semester of the first year.
  - Two 600 level research seminars within the history department (or taught by an affiliated faculty member in another department). One of the seminars must be History 600 and be taken in the spring of the first year. And at least one of the research papers to satisfy the 600 level requirement must focus on a topic in the student's major field.
  - At least eight (4-unit) courses must be taught by faculty with appointments in the History Department.
  - At least one course must be taught by faculty not affiliated with the History Department.

### *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.

### **Fields**

*Major Field:* Students 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. Students may, with the support of their advisor, petition the DGS and Graduate Studies Committee for an alternative major field.

The course requirement for the major field is a minimum of 4 courses. There are additional, field-specific requirements in the major American/U.S. field, which requires the three-semester historiography sequence HIST 566, 567, and 568.

*Minor Field:* By the beginning of their second year in the program, each graduate student must declare a minor field. 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, 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.

***Area of Specialization:*** By the beginning of their second year in the program, each 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. Students must consult with their advisor in putting together these fields of study.

Under the revised curriculum...

For their qualifying exams, students will be examined in two fields (major and minor) and an area of specialization, but students may opt to be examined in a second area of specialization, too, if they wish and their advisor approves.

The *major field* will be selected from a list of fields offered by the department and will typically require examination by two members of the faculty. [This list will be set in Fall 2022 and revised as necessary thereafter.]

The *minor field* may be selected either from a list of minor fields offered by the department. Students may not select a minor field which represents a subfield of their major field. [This list will be set in Fall 2022 and revised as necessary thereafter.]

The *area of specialization* may be selected from the lists of the department's major or minor fields, be a field in another discipline (examined by a member of another department), or be developed by a student in consultation with faculty to suit the student's particular needs and interests—the student's advisor must approve the area(s) of specialization.

### ***Language Requirement***

Students are expected to satisfy language requirements before the end of their second year in the program and, in any case, the requirement must be satisfied before a student is eligible to take the qualifying examination.

**Language exams to be offered three times per academic year:** once in the second week of the fall term; a second time in the penultimate week of the fall term; and a third time in the last week of the spring term.

Students may demonstrate **competence** in two languages or **proficiency** in one. Competence in a language denotes the ability to read and translate passages into English.

It must be demonstrated either in a two-hour translation examination (with a dictionary) or by a student passing a reading course in the language offered at USC. Proficiency in a language denotes advanced reading ability and conversational ability for spoken languages. For non-spoken languages, proficiency denotes advanced reading and translation abilities. To demonstrate proficiency, students must first pass the translation exam and then take an oral examination with a faculty member designated by the DGS.

The choice of languages used to satisfy the requirement shall be worked out with the advisor and must be approved by the advisor and the DGS. An advisor may also require a student to meet more than the department's minimum requirement, e.g. by requiring a second language at the level of proficiency or a third at the level of competence.

### **THE DOCTORAL PROGRAM: The Qualifying Examination**

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Each student must set up a qualifying exam committee by the end of the third semester in residence. It is composed of five members. Committee members may be tenured, tenure track and full-time RTPC (research, teaching, practice, clinical) but the committee may also include a faculty member from an institution other than USC, an individual whose professional profile demonstrates an impact on the field in significant, measurable ways, or part-time adjunct faculty. In any case, the committee chair must hold at least a 50% appointment in the department as tenured, tenure track and full-time RTPC faculty. At least two additional members must have an official appointment in the department as tenured, tenure track and full-time RTPC faculty. And at least one member of the committee must have an appointment outside the department.

The qualifying exam committee will oversee the student's written and oral qualifying examination, which should be taken by 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 members of their qualifying exam committee, reading lists for study in their major field (with two faculty members), 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.

This year, the department is considering changes to the qualifying exam for the revised curriculum.

### *Preparing for the Qualifying Examinations*

Once students settle on their examination fields, in conjunction with their examiners they create reading lists that provide basic coverage of a particular field's literature. In some cases, two faculty members will direct the readings in a single field. In any case, students and faculty typically work together to design these lists, and the number and types of items on them varies by field and professor. Students should plan to devote several months of focused reading to prepare for the exams and may enroll in HIST 590, which is a directed readings course for credit, or in GRSC 800 during this time.

### *Scheduling the Qualifying Examinations*

The SSA is available to guide through the logistics of 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:** [https://graduateschool.usc.edu/wp-content/uploads/2020/12/Appointment\\_Change\\_of\\_Committee\\_Form\\_Qualifying.pdf](https://graduateschool.usc.edu/wp-content/uploads/2020/12/Appointment_Change_of_Committee_Form_Qualifying.pdf)

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 before the oral examination so that the committee has time to review them.

### *The Written Examination*

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 completion of the written examinations, the SSA will

disseminate the work to the committee for review. The SSA will also prepare the necessary approval materials for the oral examination.

### *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 it. At the conclusion of the examination, the committee will determine if the student has passed the qualifying examinations. Permission to conduct a remote-participation qualifying examination must be obtained by the 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 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 student 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 DOCTORAL PROGRAM: The Dissertation**

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After passing all required courses and the qualifying examination, and after meeting all other requirements, the candidate must propose, 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 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.

### *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 should be constituted promptly after the examination has been passed.

The dissertation committee is composed of at least three and no more than five members, but the majority of members and the committee chair must have an appointment in the department. Committee members may be tenured, tenure track and full-time RTPC (research, teaching, practice, clinical) faculty, and the chair must hold at least a 50%

appointment in the department. If the committee has three members from the department, it may also include an “outside” member and/or an “external” member from another department or program at USC, from an institution other than USC, or someone whose professional profile demonstrates an impact on the field in significant, measurable ways. Emeriti faculty appointed to a qualifying exam committee when they were full-time faculty at USC may continue to serve on the dissertation committee until the student has graduated. Similarly, a former USC faculty member who was appointed to the qualifying exam committee while they were a full-time USC faculty member may continue to serve on the dissertation committee until the student has graduated. But note that someone who serves as an external member of the faculty in the qualifying exam may only serve as an outside member for the dissertation committee; likewise, someone who served as a member from the department for the qualifying exam may only count as a member of the department for the dissertation committee.

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:** [https://graduateschool.usc.edu/wp-content/uploads/2020/12/Appointment\\_Change\\_of\\_Committee\\_Form\\_Doctoral.pdf](https://graduateschool.usc.edu/wp-content/uploads/2020/12/Appointment_Change_of_Committee_Form_Doctoral.pdf)

### *Prospectus & Prospectus Defense*

Within six months of passing the qualifying examination – and ideally much sooner – 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. 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 substantive piece that sets out the historical problems at the heart of a student's proposed dissertation. It should lay out in some detail 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. And it should lay out the plan for the completion of the research for and writing of the dissertation and provide a breakdown of proposed chapters. HIST 700 may be available for students who desire a structured setting for defining their dissertation topics and composing their prospectuses.

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

### *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.



Once students have completed the writing of the dissertation, they must follow the guidelines set forth by the Graduate School to defend and submit their work. Refer to the Graduate School website <https://graduateschool.usc.edu/current-students/thesis-dissertation-submission/> for all resources.

### *Defense of the Dissertation*

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. For the dissertation defense, the committee chair and the student must be present, unless the relevant dean and the Vice Provost for Academic Programs provide written permission for remote participation. In any case, all members of the dissertation committee must be present and must give a judgment on the student's defense. The recommendation must be unanimous. 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.

### *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 submit the dissertation manuscript electronically.

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.



### *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.

### **THE DOCTORAL PROGRAM: Screening Procedures**

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In the first week of May the department conducts its annual formal screening of graduate students in the program. First and foremost, the goal of the screening is give faculty the opportunity to check in on each student; to make sure that they're making good progress through the program; and perhaps most importantly, to identify anyone who may be struggling for one reason or another so as to help them address any issues that might be impeding progress. In the case of truly unsatisfactory progress, students may be placed on probationary status which could ultimately lead to dismissal from the program.

Among the documents reviewed in the screening is the annual update and self-assessment from each student. This document will look different, of course, depending on where students are in the program. Someone planning to defend their dissertation in the following year should simply let us know the approximate defense date and provide any news about recent achievements or plans for the following year. Students who will be continuing on in the program should indicate recent achievements and what funding they plan to use in the following year (TAsip, fellowship from the initial funding package, external fellowship, etc.). Pre-Quals students should list their planned fields, those faculty they expect to serve as committee members, and when they plan to take the exams. Those who have recently passed the qualifying exams should note the composition of their dissertation committee, the expected date of the prospectus defense, and plans for the following year. Ideally, this document should also include reflections on progress, areas for potential growth, and plans to address them or achieve it. Likewise, students should feel free to share anything they feel the faculty should know, including any concerns, struggles, or problems of any kind that they have. Students should send their self-assessments to the SSA and DGS by 15 April. After the screening meeting, they will receive a letter from the DGS that addresses any issues the faculty have raised.

### **REGISTRATION & COURSE ENROLLMENT**

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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 through the SSA. A separate email prompt will be sent to those students who will be enrolling in the Dissertation Sequence courses.

## ADVISEMENT

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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. DGS office hours will be announced each semester.

Students who have declared an advisor should meet with their **Faculty Advisor** at least once per semester.

The **Student Services Advisor (SSA)** offers support and counsel graduate students on 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 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.

## FUNDING INFORMATION

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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 and, in some cases, helping the professor with class preparation. 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 DGS for each semester.

**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

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Graduate students in good standing are eligible for reimbursement of up to \$750 annually to support conference travel or to defray research costs and materials (travel, books, photographic reproduction, language training, etc.). 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 Exceptional Funding Form may be found on the departmental website or can be requested from the DGS or SSA. Receipts for items over \$50 are required for reimbursement.

## **PAYROLL & STIPEND PAYMENT INFORMATION**

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The first Fellowship stipend check is 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, simply login to MyUSC and select the Pay My Bill icon. For more information, please follow the instructions attached to this document.

Please refer to the following links for more information regarding payment dates:

<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.

The schedule of stipend payments will be sent out by the DGS or SSA every summer.

## **HELPFUL LINKS**

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**MyUSC:** <https://my.usc.edu/>

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 (<https://sfs.usc.edu/epay/>) 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.

- **Appointment or Change of Qualifying Exam Form:**  
[https://graduateschool.usc.edu/wp-content/uploads/2020/12/Appointment\\_Change\\_of\\_Committee\\_Form\\_Qualifying.pdf](https://graduateschool.usc.edu/wp-content/uploads/2020/12/Appointment_Change_of_Committee_Form_Qualifying.pdf)
- **Appointment or Change of Dissertation Committee Form:**  
[https://graduateschool.usc.edu/wp-content/uploads/2020/12/Appointment\\_Change\\_of\\_Committee\\_Form\\_Doctoral.pdf](https://graduateschool.usc.edu/wp-content/uploads/2020/12/Appointment_Change_of_Committee_Form_Doctoral.pdf)
- **Thesis/Dissertation Submission:**  
<https://graduateschool.usc.edu/current-students/thesis-dissertation-submission/>

Please refer to the following links for more information regarding payment dates:

- <http://financialaid.usc.edu/general/stipend-domestic.html>
- <http://financialaid.usc.edu/general/stipend-international.html>

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

The USC COVID-19 Resources Center - <https://coronavirus.usc.edu/>

Information, updates and support for the USC community in response to the coronavirus.

# University of Southern California

## Van Hunnick Department of History

Graduate Student Handbook  
2022 – 2023



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