

## **Graduate Study in History at the University of South Carolina**

Graduate study in history at USC provides training for a variety of rewarding careers. We have concentrated our efforts in the areas of specialization in which we have significant advantages in preparing students to succeed in a challenging profession. Through this strategy we have become a leader in some of the most important current developments in the field of history, including the rise of new intellectual approaches to the discipline and the increased commitment of historians to reach broader public audiences.

We offer three different graduate degrees: the PhD, the MA, and the MA in Public History. These are discrete degree programs, though students can take the same courses.

### **I. Curriculum and Degree Requirements**

#### **Fields of Specialization and Entrance Requirements**

Graduate students pursuing a doctoral degree in history at USC concentrate in US history (US History is divided into two different periods of specialization – US to 1877 which includes colonial America, and US since 1789). In addition, other possible fields for the PhD include Early Modern Europe, Modern Europe, Latin America, and two thematically focused fields: Culture, Identity, and Economic Development (CIED) which offers students the option of designing their own thematic field; and Science, Technology, and the Environment (STE).

Graduate Students pursuing and MA in history can concentrate in the fields of: US to 1877; US since 1789; Latin America; CIED; STE; Ancient; Medieval; Middle Eastern; East Asian; and African history.

The MA in public history offers two concentrations: Historic Preservation and Museums.

No prior graduate degrees are required for any of these programs. Students can enter any USC history graduate program, including the PhD, directly with a Bachelor's degree. It is not required that PhD students first earn an MA en route to the PhD. Still, a number of our PhD students do come to USC with a Masters in history. Furthermore, MA students, from USC or elsewhere, are not automatically accepted into the PhD program and must complete the USC graduate school application, including GRE scores. PhD students do have the option of simultaneously enrolling in the MA in Public History and earning both degrees, and this option is encouraged for students considering public history positions upon graduation.

#### **Timetables**

The PhD takes between 5-7 years to complete, depending on whether the student entered with an MA and their field of research. PhD coursework expires after 8 years and has to be re-validated in order to count towards a USC degree. Students who need to re-validate coursework should do so when they are ready to graduate.

The MA in History is a two-year degree, though some students use an extra semester to complete the thesis.

The MA in Public History is also a two-year degree, though adding a certificate (e.g., museum management, cultural resource management) will extend the time to degree

by a semester.

MA coursework expires after 6 years and must be revalidated or retaken.

For details about current year deadlines, please consult the USC Graduate School's website: <http://gradschool.sc.edu/>

A general (non-department specific) chart of the steps to the MA and PhD degrees is available: <http://gradschool.sc.edu/students/progress.asp?page=acad&sub=ptd>

## II. MA Course Requirements

The MA in history requires 30 hours of coursework. Required courses are:

- HIST 720 (Introduction to the Study of History)
- Four reading seminars in a primary field. For students concentrating in US History this means two of the following: HIST 701 (Colonial US), 702 (US from 1789-1877), and 703 (US from 1877-present), plus two additional 700 level courses in history. For students in other areas this means four relevant reading courses approved by the advisor and Director of Graduate Studies (DGS).
- Three reading courses in a second field (should not be a subset of the primary field)
- History 800 (Topics in Research) or a research seminar in which a primary source based, article-length paper is written
- History 799 (Thesis Preparation)

## MA in Public History Requirements

### Courses

The MA in Public History requires 30 hours of coursework, plus a pre-approved internship of at least 145 hours, typically performed during the summer between the first and second years. The internship cannot be performed in the summer prior to official enrollment.

- HIST 720 (Introduction to the Study of History)
- Four courses in public history. At least 2 in your concentration (e.g., museums or historic preservation).
- Three reading courses in a minor field. The minor field can be US history, Latin America, Europe, STE, CIED, or a cognate field approved by the DGS that is not a subset of a public history field.
- History 800 (Topics in Research) or a research seminar in which a primary source based, article-length paper is written
- History 799 (Thesis Preparation)

**Internship** — You must work at least 145 hours in a professional capacity. You may work more than this, particularly if your internship is part of a formal internship program with a set schedule. In addition, you must complete an advance contract, do the work agreed upon, and submit a final report. You must submit the advanced contract and the final report to the DGS and the Coordinator of the Public History Program. Your institutional supervisor must send a written report evaluating you at the conclusion of the internship.

For more information on Internship Requirements:

<http://artsandsciences.sc.edu/hist/internship-guidelines>

**Portfolio Presentation** — The Portfolio brings together all of your work over your graduate career at USC. You should begin thinking about the Portfolio during your first semester and systematically collect copies of everything you create: both public history products and seminar papers from traditional history courses. The presentation is a formal public event that is scheduled for one day at the end of the Fall and Spring semesters. Each student will be asked to discuss the contents of the Portfolio and its relation to what he/she has learned within the course of study in the Public History Program. The presentation is intended to give you experience in public speaking and describing your work in an interview situation. Only one Portfolio Presentation will be scheduled each semester. For more information see the link to Portfolio Guidelines:

<http://artsandsciences.sc.edu/hist/portfolio-guidelines>

### **General MA Requirements (for both MA and MA in Public History)**

**Choosing an Advisor** — Every entering student will have an assigned advisor upon admittance to the program. The student is encouraged to consult with their advisor in planning coursework, fields, research papers, and other professional matters.

**Foreign Language** — All MA students must demonstrate competence in a foreign language or a relevant methodology (such as statistics or GIS). This competency can be demonstrated by taking an exam offered by the Department of Languages, Literatures, and Culture or by taking a course in the relevant methodology. See [http://artsandsciences.sc.edu/dllc/Geninfo/reading\\_exam.html](http://artsandsciences.sc.edu/dllc/Geninfo/reading_exam.html) and contact the Department of Languages, Literatures and Cultures for information on specific language exams. Methods substituting for a foreign language must be approved by the advisor and DGS by justifying how the specified research methodology will inform the student's program of study.

**Program of Study Form** — No later than the end of the second semester of study, each student should complete a Masters' Program of Study (MPoS) Form, have it signed by their advisor and the DGS and work with the Graduate Student Service Coordinator to file it with the Graduate School. Courses can be put prospectively (i.e., prior to taking them) on the MPoS and amended if necessary. The form is available at <http://gradschool.sc.edu/forms/>

**MA Thesis** — An MA degree is awarded upon successful completion of coursework including three hours of HIST 799, the submission of an approved thesis, and an oral comprehensive exam on the thesis. The MA thesis must meet the Graduate School's formatting requirements. Consult the graduate school for more information on preparing, formatting guidelines, and submitting your MA thesis:

<http://gradschool.sc.edu/students/thesisdiss.asp?page=acad&sub=etd>

The thesis might be (but need not be) an extension and revision of a research paper written in HIST 800. For this reason, it is recommended that HIST 800 be taken no later than the fall of the second year. Each student will have a thesis advisor (who MUST be regular faculty in the USC Department of History) and a second reader (who need not be in the Department of History or even at USC, but who must be approved by the DGS). A thesis advisor should be selected no later than the end of the second semester of study to insure timely progress toward your degree. The second reader of the thesis should be determined by the end of the third semester. The DGS will request the CV of any reader outside the USC regular faculty and will ask the student for a written justification of the reader's suitability and credentials. These two faculty members will provide the oral examination of the thesis.

Students must have a thesis advisor in order to sign up for HIST 799. The Graduate Student Services Coordinator provides the course code for 799, which is specific to the particular advisor. Students sign up to take 799 with that advisor.

In the event the student fails the MA Thesis defense, they will be given another opportunity to successfully defend their thesis. If the student fails the thesis defense twice, they will be dismissed from the program.

**Format Check and Final Submission** – The student must submit the thesis electronically to the graduate school for a format check. Students in history typically use the Chicago Manual of Style citation and bibliographical formats. After the defense the student must submit the final version to the graduate school along with several forms. See <http://gradschool.sc.edu/students/thesisdiss.asp>

**Deadlines** – For relevant, current filing deadlines, see: <http://gradschool.sc.edu/calendar.asp>

**Graduation** – Students must apply for graduation within fifteen days of the start of the semester in which they plan to graduate. They must be enrolled during that semester. Each term's deadlines for thesis submission are available at <http://gradschool.sc.edu>

**Applying from the MA to the PhD Program**—Students who earn an MA in history or the public history programs must re-apply to USC to be considered as a PhD student. This student will be evaluated as all other applicants to the PhD program. If the student is admitted and enrolls, the MA coursework at USC can be applied to the PhD, assuming it has not expired (there is a 6-year expiration date on MA courses).

**Transferring Graduate Coursework from Other Universities** – Students with coursework and/or an MA from another institution must have their coursework vetted by USC faculty (a process coordinated by the DGS) AND petition the Graduate School for the transfer of graduate credit. It should be stressed that this is a petition to the Graduate School for a transfer of graduate credit and is not automatically, readily, or easily granted. The student's advisor and DGS can support petitions to the Graduate School, but they do not determine the outcome of such petitions. Any student interested in transferring graduate coursework from another institution should do so in their first semester of study so they can plan their graduate coursework accordingly. The form to submit a request for transfer of Graduate Credit can be found here: <http://gradschool.sc.edu/forms/>

### III. PhD Requirements, prior to dissertation

**Fields** — PhD students choose three fields of specialization. The primary field is chosen from US to 1877, US since 1789, Early Modern Europe, Modern Europe, Latin America, Culture Identity and Economic Development (CIED), or Science Technology and the Environment (STE). These can also be minor (secondary or tertiary) fields, though trans-national, thematic areas (such as cultural history, southern studies, comparative slavery, women and gender studies, or Atlantic World) can also be designated minor fields. The student can also choose to do one field outside of history—as either the secondary or tertiary field—with an examiner from outside the department. In order for graduate students to be trained broadly in the discipline of history, the secondary or tertiary field should not both be a subset of the primary field, and clearly distinguishable as a separate field of study.

**Courses** — The PhD degree requires 60 hours total. Of the 60 hours, there are 42 hours (14 courses) of classes required. 18 hours of dissertation (HIST 899). These are broken down as follows.

- History 720 (Intro to the Study of History) taken in the first semester (3 credits)
- 4 seminars in the primary field (12 credits)
- 3 seminars in the secondary field (9 credits)
- 2 seminars in the tertiary field (6 credits)
- 2 research seminars (can be taken as either HIST 800, Topics in Historical Research, or as a reading seminar in which a primary source based, article-length paper is produced) (6 credits)
- History 815 (Dissertation Prospectus) – typically taken in the 3<sup>rd</sup> year of graduate study. (3 credits)
- Students must take enough HIST 899 (Dissertation Prep) to equal 60 total hours. Typically, this is 18 hours, taken 6 hours per semester for three semesters. After that students are encouraged to move to special enrollment status (see “Z-status,” below).

**Foreign Language Requirement** — All PhD students must demonstrate competence in a foreign language or a relevant methodology, such as statistics or Geographic Information Systems (GIS). This competency can be demonstrated by taking an exam offered by the Department of Languages, Literatures, and Culture or by taking a course in the relevant methodology. See [http://artsandsciences.sc.edu/dllc/Geninfo/reading\\_exam.html](http://artsandsciences.sc.edu/dllc/Geninfo/reading_exam.html) Contact the Department of Languages, Literatures and Cultures for information on specific language exams.

Methods substituting for a foreign language must be approved by the advisor and DGS by justifying how the specified research methodology will inform the student’s program of study. A letter documenting the utility of the methodology for the doctoral topic of research will be required to grant a substitution request.

**MA Thesis** – HIST 799 (3 credits) may be taken if the student desires an MA degree. An MA degree is awarded upon successful completion of: three hours of HIST 799, the production of an approved thesis and an oral comprehensive exam on the thesis. The

MA thesis is NOT a requirement of the PhD degree.

**Admission to Candidacy for the PhD Degree**—Students are admitted to candidacy upon completion of the “**qualifying exam.**” This isn’t really an exam, per se. It requires:

1. 15 hours of graduate coursework at USC with an average of B or better.
2. The (electronic) submission and approval (by the student’s primary advisor and the DGS) of an original research paper (usually completed in HIST 800 or another research seminar). Papers are submitted to the Graduate Student Services Coordinator.
3. The filing of a Doctoral Program of Study (DPoS). As soon as possible, each student should complete a DPoS by the end of their second semester of study, have it signed by their advisor and the DGS and work with the Graduate Student Service Coordinator to file it with the Graduate School. Courses can be put prospectively (i.e., prior to taking them) on the DPoS and amended if necessary. The form is available at <http://gradschool.sc.edu/forms/>

**For clarification:** “admission to candidacy” as defined by the Graduate School precedes the qualifying exams in the students primary, secondary, and tertiary field of study at USC. This is different from many other institutions, where admission to candidacy occurs upon completion of the comprehensive exams.

**Choosing an Academic Advisor**— Every entering student will have an assigned advisor upon admittance to the program. The student is encouraged to consult with their advisor in planning coursework, fields, research papers, and other professional matters.

**Qualifying Exams Committee**-- At the end of the first year of study the student will begin forming a Qualifying Exams committee consisting of the four examiners and one outside the department participant for the orals exam.

**Dissertation Committee**--After Qualifying Exams, there is a dissertation committee, consisting of the dissertation director, at least two readers who are members of the USC regular graduate faculty (in history), and an outside reader. The committee must have at least 4 members. The outside reader can be from another department at USC or can be from another university. A member of the regular graduate faculty at USC in another department can serve as either an inside or outside member of the dissertation committee. Any committee member from outside the USC regular graduate faculty must provide a CV and be approved by the DGS and the Graduate School. There is a Graduate School form for the comps and dissertation committees that is filed by the Graduate Student Services Coordinator.

**PhD Qualifying Exams** – By the end of the third year, students will complete four written exams in three fields. These are the three fields in which courses have been taken, though the exams cover more than just coursework. There are four exams and four examiners – two in the primary field and one for each of the minor fields. Qualifying exams are intended to assess historiographical knowledge over a field of study. Given the timed nature of the written exam (4 hours) and the orals exam (90 minutes to 2

hours), the student and the advisor should develop a mutually agreed upon reading list of books and articles for the examination. Shortly after passing the last of the written exams, an oral defense of the exams is required. If examiners are unable to agree on a time and date for the oral examination within 30 days of the student being notified they have passed the final written exam, the student should inform the Director of Graduate Studies or the Department Chair.

Examiners are typically chosen for each field during the first four semesters of coursework—the earlier, the better. There is also an orals exam committee chair from another USC department who does not offer an exam, but who oversees the oral exam. By January of the second year, all the advisors should be chosen and should have agreed to offer the exams in the timeframe proposed. Students should work with their examiners to construct a reading list of books and articles that the exam will cover. It is recommended that the agreed upon reading list be deposited with the Graduate Student Services Coordinator prior to the exam to avoid any confusion over the specific content of the exam. With approval of the graduate director, one of the examiners can come from outside the Department of History, typically for a cognate field.

**Written Qualifying Exams**—Exams can be taken three times per year: January before the start of spring classes; May after end of the spring semester; or August before the start of the fall semester. The exam period will be set by the DGS and coordinated by the Graduate Student Services Coordinator. The four written exams can be taken together in the same exam period or can be taken over different periods, though they all should be completed by the end of the student’s third year of study. Students who fail to complete their exams in the third year will not be considered to be making adequate progress and risk a loss of funding. Exams are proctored by the Graduate Student Services coordinator. Students will take them on campus in the department computer room. Each written exam is scheduled for four hours. Each examiner stipulates what materials can be used during their exam. The written exams are graded on an A, B+, B, or F scale by the examiner and the grades recorded in the student’s departmental file. In the event a student receives a failing grade on any of the four written exams, they will be entitled to retake the exam they failed. If the student fails any of the same exams twice, they will be dismissed from the program.

**Qualifying Exams Oral Defense**—Once the student is informed they have passed all four written exams, an oral exam will be scheduled. The oral exam will gather all of the examiners who will ask questions about the written exams (and in some cases about the reading lists), and the outside the department member chair. Each examiner will be provided an opportunity to ask questions of the student. The exam will take between 1-1/2 and 2 hours. The outside the department chair who allots time to each examiner and may also ask questions. At the end of the oral exam, the examiners will confer privately on a collective grade based upon how the student performed. The student will be informed as to whether s/he passed, passed with distinction, or failed. In the event the student fails the oral portion of the qualifying exam, they will be given another opportunity to take the oral portion of the qualifying exam. If the student fails the oral qualifying exam twice, they will be dismissed from the program. A graduate school comprehensive exam verification form ([http://gradschool.sc.edu/forms/doc\\_comprehensive\\_exam\\_verification.pdf](http://gradschool.sc.edu/forms/doc_comprehensive_exam_verification.pdf)) is required to be submitted immediately after the exam. The student’s official DPOS (program of study) form is typically updated at this time.

## IV. The Dissertation

The dissertation is the single most important exercise of doctoral graduate education in history. There are informative resources on the American Historical Association's website about conceptualizing and writing a dissertation. See <https://www.historians.org/jobs-and-professional-development/professional-life/resources-for-graduate-students/graduate-school-from-start-to-finish#concept> Preparing to write a dissertation requires significant reading in addition to the reading lists for the comprehensive exams, knowledge of where possible sources are, and the experience of writing research and historiographical articles. Ideally one or both of the research papers produced in the research seminars can be repurposed into the dissertation, but in many cases the dissertation research takes an interesting turn rendering the prior coursework relevant in other ways beyond rough drafts of chapters. The course HIST 815 (dissertation prospectus workshop) helps students prepare to write a dissertation and should be taken no later than their third year of study.

**Prospectus Defense** The AHA provides a useful guide for producing a dissertation prospectus: <https://www.historians.org/jobs-and-professional-development/professional-life/resources-for-graduate-students/graduate-school-from-start-to-finish> Students are required to have a defense of their prospectus including all USC-based members of their committee. The purpose of the defense is to get feedback on the prospectus and to allow the committee to exchange their views about the dissertation project.

**Dissertation Committee** — In the semester prior to the completion of the dissertation, the committee should be formalized and a dissertation committee form filed (or modified) with the Graduate School: <http://gradschool.sc.edu/forms/G-DCA.GS48.pdf> Every committee must have an outside reader whose institutional home is outside the USC Department of History. However, committees can be interdisciplinary; that is, non-history faculty at USC can count as either inside or outside members of the committee. A committee member from outside the university (or outside the regular graduate faculty of the university) needs to provide a CV and be approved by the DGS and the Graduate School.

**Dissertation Defense** – The student has to be enrolled during the semester the dissertation is defended. Fifteen days after the start of the term in which the student plans to finish, the student should apply for graduation. There is no penalty if one applies, but is unable to finish. Upon approval of the dissertation director, an oral defense of the dissertation is scheduled. A form must be filed out with the Graduate School announcing the dissertation defense at least 14 days prior to the defense: <https://app.gradschool.sc.edu/gms/student/> The Dissertation Defense committee includes the dissertation director, two readers, outside committee member and a “neutral” chair who runs the actual defense. All committee members should sign the form if the student passes the defense (which is contingent upon having an approvable dissertation). At the end of the defense the student should have a list of the minor changes that need to be made in order to the final submission to be approved. The final submission is also governed by the deadlines on the Graduate School's website. The dissertation defense has to occur by the dissertation defense deadline listed on the



Graduate School webpage: <http://gradschool.sc.edu/students/progress.asp> in order to qualify for and walk in graduation. There is a special doctoral hooding ceremony in conjunction with graduation.

In the event the student fails the dissertation defense, they will be given another opportunity to successfully defend the dissertation. If the student fails the dissertation defense twice, they will be dismissed from the program.

**Format Check and Final Submission** – The student must submit the dissertation electronically to the graduate school for a format check. Students in history typically use the Chicago Manual of Style citation and bibliographical formats. After the defense, the student must submit the final version to the graduate school along with several forms. See <http://gradschool.sc.edu/students/thesisdiss.asp>

**Deadlines** – For current, relevant filing dates, see: <http://gradschool.sc.edu/students/progress-doc.asp?page=acad&sub=ptd>

## V. Making Progress Toward Degree Completion, Annual Review, and Petitions, Appeals, and Grievances

**Annual Review--** In accordance with recommendations from the American Historical Association and the University of South Carolina Graduate School, on an annual basis graduate students will submit a brief document as part of an Annual Review process to the DGS. This document will serve to: (1) assist students in their program of study; (2) facilitate annual progress toward degree completion; and (3) provide an opportunity for the student and major professor to relay information to the graduate committee regarding the student's program of study. The Annual Review Form will document on a yearly basis: courses taken and grades received; anticipated MA Thesis/doctoral Dissertation date; Committee Members; Qualifying Exams; research completed; grants applied for; conferences presentations; internships; and a statement by your advisor on progress toward degree. If a student is deemed not making steady progress toward their degree by the Graduate Committee, the student will be notified and a meeting will be requested to discuss the matter.

**Petitions, Appeals, and Grievances:** The policies and regulations of the History Graduate Program and the Graduate School at the University of South Carolina serve as purposeful guidelines and standards for students as they pursue degree objectives. Individual students may feel they have grounds to seek exception from the uniform application of such policies and regulations. Graduate students may file written grievances, appeals, or petitions to the DGS. In the event the DGS is party to such a grievance, appeal, or petition, it should be directed to the Chair of the Department of History. In response to the written request for an appeal, petition, or a grievance, a committee shall be formed (made up of members of the Department of History) to seek resolution of the issue. Graduate students should feel free to reach out to the Graduate Student Ombudsmen who serves as a confident, neutral, informal, and independent resource for graduate student concerns and conflicts, see: <http://gradschool.sc.edu/students/ombs.asp> If a student is not satisfied with the resolution of the matter by the Department of History, they may address their grievance, petition, or appeal to the University of South Carolina's Scholastic Standards and Petitions Committee.

## **VI. Assistantships, Fees, and Financial Assistance**

### **Assistantship**

The Department of History helps students support themselves during graduate school through a variety of assistantships. PhD candidates and students pursuing an MA in History work as teaching assistants or as research assistants for department faculty. Students in the Public History program are eligible for these assistantships, but they can also elect to work in assistantships designed to provide experience and professional contacts in museums, archives, and other non-academic settings. There are several different kinds of assignments for teaching assistantships. Some students work as graders in lecture courses without discussion sections. Other students lead discussion sections of lecture courses and grade undergraduates' work in those courses.

A few advanced PhD students are the instructors of record in courses that they design and teach independently. Students' commitment to teaching and qualities as teachers will be also considered, through teaching evaluations and written evaluations of their work as TAs. Students can show their interest and commitment to teaching through attending teaching workshops, Center for Teaching Excellence sessions, and other programs.

The type of assistantship to which a student will be assigned depends on the needs and resources of the department and the College of Arts and Sciences. Funding for all students is dependent upon making satisfactory progress in their program of study.

### **University Fees and Tuition**

The Office of the Bursar manages financial fees and services for graduate students. Tuition payments are generally due each semester on the first day of classes. Students can view their tuition bill and make payments through the Self-Service Carolina website at <https://my.sc.edu/>. The Bursar's Fee Schedule lists tuition and fees for all University campuses. Please note that tuition abatements provided by the Department of History as of 2017 cover tuition of up to 15 hours of graduate-level coursework for an academic year. Additional costs such as the University fee, technology fee, or health insurance are not covered by the abatement and must be paid at the beginning of each semester. For information on tuition and fees see: <http://gradschool.sc.edu/prospective/paying.asp>

### **Stipends and Tuition Abatement**

MA and PhD students receive stipends of \$15,250 per year and a tuition abatement of 15 graduate credit hours a year as of the Fall 2017 semester.

### **Health Insurance**

The University requires that all full-time graduate students (enrolled in 9 credit hours or more), all Graduate Assistants, and all international students either purchase the University's health insurance plan or provide evidence of coverage on another comparable health insurance plan to waive the USC fee. If no waiver is submitted, the cost of the University's health insurance plan will be automatically added to their semester tuition and fees bill. The University will provide a contribution toward the

premium for all graduate assistants to help offset the cost of the USC mandated policy: <https://www.sa.sc.edu/shs/billing/insurance/>

### **Establishing Z-Status ('special enrollment status')**

Z-status allows advanced PhD students to enroll for only one credit hour but still be classified as full-time for the purposes of receiving their stipend. This status is for senior PhD students who have already taken enough HIST 899 credits to graduate. To qualify for Z-status, students must have: (1) completed all coursework on their program of study; (2) be working on the dissertation at least half-time and thus be employed no more than half-time otherwise; and (3) may not be employed outside of their Graduate Assistantship. According to Graduate School regulations, student can receive Z-status for up to 2 years. If they request for a 3<sup>rd</sup> year, it will require additional documentation to demonstrate they are making satisfactory progress toward degree completion. Students who request this exemption from full-time enrollment for financial aid purposes must submit the Special Academic Enrollment Release form available in the forms library on the Graduate School webpage: <http://gradschool.sc.edu/forms/gs-zs.pdf>

### **Financial Aid**

For students requiring additional financial assistance, the Financial Aid Office provides resources regarding loans, summer aid, and other programs and services. For more information, see: <http://gradschool.sc.edu/prospective/paying.asp?page=paying>

## **VII. Professional Development, Fellowships and Awards**

Success in the historical profession requires significant effort outside the classroom for both traditional and public historians. To this end the department, the College of Arts and Sciences, and the Graduate School all allocate resources for the professional development of its graduate students. Funds are available for travel to conferences, archives and other source materials, to support summer research, and to support a final year of dissertation work unfettered by teaching responsibilities. In addition, awards recognize excellent work in research and teaching by graduate students.

Students are also encouraged to seek extramural funding, and HIST 720 and 815 both offer information about the seeking external grants.

### **Publications**

Journal articles and other peer-reviewed publications allow students to showcase their research and have increasingly become a necessity to be competitive on the job market. For public history students, producing exhibitions, National Register nominations, or field reports are equally important for professional development. The American Historical Association offers resources for students interested in publishing their research: <https://www.historians.org/jobs-and-professional-development/professional-life/resources-for-graduate-students/graduate-school-from-start-to-finish#publishing>

### **Conferences**

Conferences are a great opportunity to participate in various historical communities by getting feedback on your work, learning about current scholarship, and networking with

other professionals. Traditionally, graduate students at USC have made strong showings at conferences such as the American Historical Association Annual Meeting, the Southern Historical Association Annual Meeting, and the National Council on Public History Conference.

### **Department of History Travel Grants**

The department assists students financially by providing support for travel to scholarly conferences at which the students present their research. Many students take advantage of this funding to travel to one or more conferences per year. In order to be considered for departmental funds, students must fill out a History Department Travel request, which includes an estimate of the cost of travel, lodging, and conference registration. The Graduate Travel Committee will review the requests and make awards pending the availability of funds. Upon receiving departmental approval, students then must be in touch with the Department of History's business manager and complete a University Travel Authorization (TA) outlining estimated expenses. After returning from the conference, students must submit a University Travel Reimbursement Voucher (TRV), original receipts, and an official conference program for reimbursement.

Students are also encouraged to seek out external funds to subsidize travel costs. Many conferences offer travel grants targeted specifically at graduate students or participants presenting for the first time.

### **Graduate School Travel Grants**

The Graduate School provides additional support for PhD students to travel to conferences to make presentations on behalf of the University. The grants encourage and support student presentations of research at professional meetings nationally and internationally. For information, visit the Graduate School website at:

<http://gradschool.sc.edu/students/travgrant.asp?page=paying>

### **Department of History Fellowships and Awards**

Every year the History Department offers summer fellowships and prizes. These awards recognize excellence in writing and teaching while also providing funds for summer research.

- Robert H. Wienefeld Essay Prize
- William H. Nolte Graduate Assistant Teaching Award
- Smith Richardson Fellowship (for summer research and travel)
- Wilfrid and Rebecca Callcott Award (for summer research and travel)
- Atkinson/Wyatt Dissertation Fellowship for research at sites outside the US.

The awards offered are subject to change each year. Applications are typically due immediately after Spring Break and winners are announced in April.

### **Darrick Hart Award**

The award, given in memory of Darrick Hart, recognizes outstanding contributions to the

field of public history by a public history student over the course of his/her graduate career at the University of South Carolina.

Nominees must be currently-enrolled MA students in the Public History Program at the University of South Carolina or recent graduates who received an MA in Public History during the previous calendar year. The award recipient is selected by a committee of faculty and alumni from the Public History Program. Nominations may be made by faculty, students, alumni, and members of the wider public history community. Self-nominations are also welcome. For more information:

<http://artsandsciences.sc.edu/hist/darrick-hart-award>

### **University Fellowships**

Graduate students in the department have an excellent record in competitions for University fellowships awarded on the basis of departmental nominations. These funds augment the stipends received through assistantships.

In addition, for the past few years the University and the College of Arts and Sciences has offered the Bridge Humanities program and the Bilinski Dissertation Fellows Program.

- Details on the Bridge Humanities Program can be found here: <http://gradschool.sc.edu/students/BHC.asp>
- Details on the Bilinski Dissertation Fellowships Program can be found here: <http://artsandsciences.sc.edu/russell-j-and-dorothy-s-bilinski-dissertation-fellowship-program>

A call is circulated among the graduate students in the spring of each year seeking self-nominations for this award, those nominations are vetted by the graduate committee, and then ranked and forwarded on for selection. The graduate students of the Department of History have typically been successful in winning 2-3 of these highly competitive awards each year.

### **National Grants and Fellowships**

History graduate students have also proven competitive in receiving national grants and fellowships. The Office of Fellowships and Scholar Programs can assist students in submitting applications to awards such as Fulbright, Javits, Boren, SSRC, ACLS, Mellon and DAAD. For more information, visit their website at <http://www.sc.edu/ofsp/>

### **Graduate Student Day**

Every spring the University of South Carolina honors outstanding graduate students at an awards ceremony. The day also features presentations of papers and posters on graduate research, for which cash prizes are awarded. Details about this competition are posted on the website of the Graduate School: <http://www.gradschool.sc.edu/>

## **VIII. Professional Placement**

Students earning graduate degrees at USC have a proven track record in securing employment in both academic and non-academic positions. Students should recognize, however, that competition for these positions is very tight. Early in the

program, students are advised to seek ways of improving their chances of obtaining a post after graduation. Besides writing a solidly respectable thesis or dissertation, this will include presenting aspects of your work at appropriate conferences; getting to know and becoming known to others working in your area; having a successful internship; publishing your work in recognized journals; organizing exhibits, websites, historic register nominations, or working in other public venues; winning grants; and teaching and showing the efficacy and success of your teaching.

Students seeking academic employment are strongly encouraged to have at least one refereed article published by the time they go on the job market, and it can easily take 2-3 years to get an article into print so start early. The American Historical Association provides helpful information for students entering the job market:

<https://www.historians.org/jobs-and-professional-development/professional-life/resources-for-graduate-students/preparing-for-the-job-market>

There are also non-academic options for history PhDs. See

<https://www.historians.org/jobs-and-professional-development/career-resources/careers-for-students-of-history> for more (but by no means comprehensive) information.

Graduates of the Public History Program compete in the national job market for employment in preservation agencies, historic sites, museums, and libraries and archives centers. The Public History webpage provides a list of agencies where alumni have worked as well as resources regarding employment: Additional information can be found on the National Council on Public History website: [www.ncph.org](http://www.ncph.org). One NCPH publication, *The Public History Navigator*, offers useful tips for succeeding in graduate school: <http://ncph.org/wp-content/uploads/The-Public-History-Navigator-2015-Web.pdf>

## IX. Groups and Organizations

### **The History Center**

The History Center, with generous support from the College of Arts and Sciences and the Office of the Vice President for Research, offers a variety of programming, including public lectures, seminars, colloquia, guest lecturers, and sessions on pedagogy. Through the works-in-progress series, graduate students can share drafts of conference presentations, articles, or dissertation chapters to get critical feedback on their work. The History Center has also worked with graduate students in coordinating conferences, workshops, and guest lecture series. For more information, visit the History Center's website: <http://artsandsciences.sc.edu/hist/about-history-center#overlay-context=pinckney-papers-projects>

### **Graduate History Association (GHA)**

The Graduate History Association (GHA) represents the student body within the Department of History. It works to support graduate student life both professionally and socially. Its roles include sponsoring departmental functions, facilitating social events, coordinating student travel to major conferences, and planning Brown Bag discussions. All graduate students and faculty are encouraged to become dues-paying members of

the GHA (students \$20).

### **Graduate Student Association (GSA)**

The Graduate Student Association (GSA) is dedicated to the advancement and development of Graduate and Professional Students at USC. It serves to advocate on behalf of the interests of over 6,000 graduate and professional students at the University of South Carolina. For more information see <https://www.sa.sc.edu/sg/graduate-student-association/>

### **South Carolina History Advocates**

SC History Advocates is a group of students and faculty concerned with the effect public policy has on the field of history. They promote the history discipline while also educating others about the importance of advocacy. In addition to increasing the visibility of local institutions, SC History Advocates are engaged nationally by traveling annually to Washington, D.C. to advocate on Capitol Hill alongside other museum and preservation professionals. To learn more, follow or "like" SC History Advocates at [twitter.com/Hist\\_Advocates](https://twitter.com/Hist_Advocates) and <https://www.facebook.com/schistoryadvocates/> or simply email them at [schistoryadvocates@gmail.com](mailto:schistoryadvocates@gmail.com).

## **X. Campus Services**

### **Graduate Computer Lab**

Graduate students may access the lab in Gambrell 248A during regular class hours (including many nights) and when Gambrell is unlocked on the weekends (Sunday). Students can obtain the passcode from the Department of History Office. The lab features desktop computers, and a printer. The computer lab provides space for graduate students in the Department of History to work, print, study, or grade in a quiet environment. Graduate students are allotted \$35.00 of printing credit each semester. This credit may be applied to the lab printer and other printer facilities campus wide.

### **Graduate Lounge**

The Graduate Lounge, in Gambrell 248B, provides Department of History graduate students with a space to eat, socialize, read/study, receive mail, or even take a quick nap. Students can obtain the passcode from the Department of History Office. Graduate student mailboxes, a fridge, and a microwave are located in the lounge, as well as tables and couches for eating, working, etc.

### **Gambrell Lower Level Computer Lab**

The lower level lab is located on the basement level of Gambrell Hall. The lab contains multiple computer labs with both PCs and Macs. There are also scanning, printing, and other services available.

### **Department Mailing Lists**

The main form of departmental communication is two email listservs, GradHist and ApplHist. GradHist is for all graduate students, regardless of area of specialization. To subscribe to GradHist, send the following command in the body of an email to

listserv@listserv.sc.edu:

subscribe gradhist Your\_Name

Replace "Your\_Name" with your actual name.

To send a message to this list, use the address gradhist@listserv.sc.edu. Note that this message will go to all graduate students, so make sure that you intend to send it to everyone before you hit "send."

Members of the Public History program should also subscribe to a second list, ApplHist, which reaches students, faculty, and colleagues in the local public history network. To subscribe to ApplHist, send the following command in the body of an email to listserv@listserv.sc.edu:

subscribe applhist Your\_Name

Replace "Your\_Name" with your actual name.

To send a message to this list, use the address applhist@listserv.sc.edu.

### **Thomas Cooper Library**

Thomas Cooper Library, the University's main library, is located between the Longstreet Theater and the Russell House. During fall and spring semesters, Thomas Cooper is open twenty-four hours a day, except on holidays. A student ID is required to remain in the library after 10 pm. Thomas Cooper contains numerous resources for graduate students, including these departments: Government Information, Digital Collections, Interlibrary Loan, Rare and Special Collections, Modern Political Collections, Microforms, and the Educational Film Collection. Their Interlibrary Loan Service (ILL) is particularly useful for securing published items unavailable at USC.

### **Library Carrels**

Study carrels are available in Thomas Cooper Library. Carrels may be checked out at the circulation desk. Group study rooms must be reserved in advance at <http://libcal.library.sc.edu>.

### **Library Annex**

Because the current holdings of the library exceed the capacity of the shelves, the library is in the process of moving materials out to an annex. Materials that are at the annex are still listed in the electronic catalog. These materials are still available, but they must be requested from the annex at the following webpage:

<http://library.sc.edu/annex>

### **Counseling Services**

The University's Counseling Center provides a number of mental healthcare services for graduate students and undergraduates, ranging from counseling sessions on stress,



anxiety, and eating disorders to suicide prevention. The Center is a useful resource for teaching assistants concerned about a student's wellbeing. The Center is located in the Close/Hipp building, 5<sup>th</sup> floor. The number for the center is: 803.777.5223. The Center is open during regular business hours during the fall and spring semester. For more information see: <https://www.sa.sc.edu/shs/cp/>

### **Center for Health and Wellbeing**

Graduate students are eligible for care from Student Health Center (SHC), paid for by the student health fee. The SHC offers a number of services, including: General Treatment (for routine illnesses, etc), women's care, counseling & human development center, campus wellness, sexual assault and violence intervention & prevention, pharmacy, psychiatric services, and a medical laboratory. Full-time graduate students must have health insurance as a condition of enrollment. Students are automatically enrolled into the university's health insurance plan until they demonstrate an acceptable form of alternative coverage. For more information, see:

<https://www.sa.sc.edu/shs/mhsonline/>

### **Student Disability Resource Center:**

Every student deserves equal access to all aspects of the USC experience. Our team coordinates efforts to ensure that students with disabilities receive reasonable accommodations, and we serve as consultants to faculty, staff and campus partners. To apply for accommodations, students must register with the Student Disability Resource Center. For more information, see:

[http://sc.edu/about/offices\\_and\\_divisions/student\\_disability\\_resource\\_center/](http://sc.edu/about/offices_and_divisions/student_disability_resource_center/)

### **Center for Teaching Excellence**

The Center for Teaching Excellence is a resource for faculty and graduate student instructors and teaching assistants. The CTE holds a number of workshops and other events on topics related to enhancing pedagogical knowledge. CTE events cover a wide range of teaching issues, techniques, and philosophies including course development, assessment, principles for teaching practices, time management, and incorporating technology into the classroom. There is a listserv of all its activities if you are interested in being informed of its program. The CTE is located in the Cooper Library. For more information, visit the CTE's website:

[http://www.sc.edu/about/offices\\_and\\_divisions/cte/index.php](http://www.sc.edu/about/offices_and_divisions/cte/index.php)

### **Emergency Loan Program**

The University of South Carolina offers short term interest free loans of up to \$500 for documented reasons and expenses. For more information, see:

[http://www.sc.edu/about/offices\\_and\\_divisions/student\\_success\\_center/manage-my-finances/emergency\\_loan\\_program.php](http://www.sc.edu/about/offices_and_divisions/student_success_center/manage-my-finances/emergency_loan_program.php)

### **Parking**

Unless you are willing to purchase a pass for one of the parking garages, there are few non-metered parking spaces near Gambrell Hall or Thomas Cooper Library. Graduate students are entitled to purchase a "GS" parking sticker from the University. For more information on parking at the University, visit Vehicle Management and Parking Services at: [http://www.sc.edu/about/offices\\_and\\_divisions/parking/index.php](http://www.sc.edu/about/offices_and_divisions/parking/index.php)

**Writing Center**

The Writing Center, located in Byrnes 703, is a great resource for undergraduates and teaching assistants/instructors. Students with writing issues or concerns should be encouraged to take advantage of the Writing Center services. For more information see: <http://artsandsciences.sc.edu/write/university-writing-center>

(Please contact Dr. Matt Childs, Director of Graduate Studies with any questions, suggestions, or corrections: [childsmd@mailbox.sc.edu](mailto:childsmd@mailbox.sc.edu) )

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