



This is a brief summary of the major elements of the PhD program.  
Link to Full Graduate Student Handbook [here](#) (currently under revision)

## **PhD Course Work and Comprehensive Examinations**

Course work for PhD students takes the shape of three reading courses in your comprehensive fields: a 6-credit unit course for your major field and a 3-credit unit course in each of your minor fields. These field courses are chosen based on consultations with your supervisor and the Director of Graduate Studies. After the fields courses have been selected, someone will prepare individualized courses in PAWS, the university's management system. You can register for your field courses after September 1.

The major field and two minor fields are designed to give you a teaching competency in three different areas of history. The major field is usually most closely aligned with your dissertation research and is typically administered by your thesis supervisor. Fields require the preparation of 100 books (or equivalent) for the major field, and 50 books (or equivalent) for each of the minor fields. Typically, you will be required to meet with your field supervisors every two weeks to discuss 4-6 books on the readings list. You will also be asked to write analyses of these books and send them to your field supervisors in advance of each meeting. Supervisors are asked to submit grades for these field courses in April, prior to the completion of the field preparations. These grades are usually based on your written assessments of the readings, your contributions to the discussions, and any "preparatory" comprehensive exams taken up to that point.

The formal comprehensive examinations occur in October of your second year of the program. They consist of a 4 hour written examination in each of your fields, normally held on Monday, Wednesday, and Friday of a single week.. The oral examination is a single 3-hour examination of all of your fields and takes place a week after the written examinations.

You must also register for Hist. 996 Research (Thesis) and maintain registrations in this course until your program is completed. This means registering in Term 1 (Sept-Dec), Term 2 (Jan-Apr) and spring/summer Term (May-Aug).

You must also register for Hist 990 Colloquium in Term 1 and Term 2 until you complete the colloquium requirement and receive a CR (credit). You do not need to register for HIST 990 in spring/summer terms.

In addition, you are required to take the on-line Ethics course(s). GPS 960 Intro to Ethics and Integrity is required by all students as part of your program requirements, to be taken within the first term of your program. GPS 961 *Ethics and Integrity in Human Research*, and a Certificate of Approval from Research Services, are required by students who are conducting research that will involve human subjects or human interactions. If you completed these requirements as an MA student at the University of Saskatchewan, you are considered to have met the requirement.

## **Supervisor, Student-Supervisor Agreement, Advisory Committee and Dissertation Proposal**

Your supervisor is your go-to person for the duration of your program. You and your supervisor will arrange a meeting as soon as possible to discuss and complete the Student-Supervisor Agreement. This document provides a framework for discussion of the guidelines that will govern your professional relationship. Completion of this document is a non-credit degree requirement. It is found here: <https://students.usask.ca/documents/graduate/student-supervisor-agreement.pdf>. When together with your supervisor you have completed the form, please send it to Nadine.

You will write your dissertation in close consultation with your supervisor and with input from other members of your Advisory Committee, who will be selected after you complete your comprehensive examinations. The Advisory Committee consists of your supervisor and usually two other members of the History department, and a member of a different department (cognate). They are responsible for approving your thesis proposal, assessing your progress through the program, advising you on substantive aspects of your thesis, and at the time of submission of your thesis, of approving its progress to defense. They will also form part of the Examining Committee of the thesis. Your supervisor will arrange that you have a progress meeting with your Advisory Committee at least once a year, by April.

You will be expected to develop a thesis proposal after passing your comprehensive exams. This proposal must be examined and approved by your thesis Advisory committee, normally before the end of April in your second year.

### **Language Requirement Examination**

You are required to prove your competence to read a language other than English, the language to be determined by your Advisory Committee and approved, if necessary, by the Graduate Studies Committee. If English is your second language you are not required to pass a language examination unless another language is needed for your research. You must pass a language competency examination before you are allowed to defend your thesis. The examination is usually given by a member of the department in December and consists of translations from the language to English. You may attempt the language examination as many times as is needed to pass it. Alternatively, you may register for Reading French for History (HIST 888) usually offered in Term 2 with no additional tuition or fees required. This course counts towards your language requirement if a pass grade is obtained. If you completed your language requirement as a Master's student at the University of Saskatchewan that would require the same language exam, this requirement is waived.

### **990 Colloquium**

To fulfill the HIST 990 requirement for your degree, you will be expected to present a substantial research paper derived from your thesis research to the PhD Students' research workshop. This should be on your radar as something you need to do in the 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> year of the program. Members of your Advisory committee will attend the workshop and provide feedback on the paper and presentation. PhD students are also required to attend both the PhD research workshop and the MA Student Colloquium at which MA students present their research. At any time, graduate students and alumni wishing to prepare for an academic job interview may request the Graduate Studies Director to arrange for a 'mock job talk'.

### **Funding and Teaching Assistantships**

The Department has various levels and sources of funding. All eligible students are expected to apply for external funding (from SSHRC or equivalent) in each of their first three years in the program. The Department will hold a workshop in September to advise students about such applications. Departmental scholarships are valid for four years provided that the recipient maintains acceptable progress in the program. The other major forms of internal funding are teaching or research fellowships. Decisions about scholarships and fellowships are made by the Graduate Committee. Decisions about teaching fellowships are made by the Chair of the Department in consultation with the Director of Graduate Studies and the student's supervisor. The Department also has funds for student research travel; applications are due normally at the beginning of February. Doctoral students may receive research travel funding three times only during their program of study.

### **Dissertations**

You will work closely with your supervisor in preparing the dissertation. When your supervisor thinks that the thesis is ready to go to defense, copies will be presented to the Advisory Committee for review. They must agree that it is ready for defense before it can go forward. Only at that point will it be sent to the External

Examiner, who is a faculty member at another university. The Examining Committee for the oral defense consists of the Advisory Committee plus the External Examiner. Normally, all graduate students and faculty in the History Department and all faculty members in the CGPS are welcome to attend.

### **TIME LINE**

- Year One:
- September: preparation of comprehensive fields and reading courses begin
  - October: SSHRC Application
  - by December: departmental language examination written OR  
by April: HIST 888 Reading French for History completed
  - Summer: course work completed
- Year Two:
- October: Comprehensive examinations
  - December: thesis advisory committee constituted
  - April: thesis proposal approved and dissertation research underway
- Year Three:
- Dissertation research and chapter drafts
  - Colloquium research presentation (normally sometime between 3<sup>rd</sup> and 5<sup>th</sup> year)
- Year Four:
- by March: completed dissertation presented to supervisor and advisory committee
  - Spring or summer: dissertation defense