



# Department of History

## Graduate Student Handbook

2006-2007

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## History Department Faculty

*Molly Berger*, Ph.D. (Case Western Reserve University)

Instructor

American social/cultural history; history of American technology

*Daniel Cohen*, Ph.D. (Brandeis University)

Associate Professor

Early American history; early American literature; 18<sup>th</sup> century British History

*James Edmonson*, Ph.D. (University of Delaware)

Adjunct Associate Professor (Curator, Dittrick Medical History Center)

History of medicine; history of medical technology; museum studies

*John Grabowski*, Ph.D. (Case Western Reserve University)

Krieger-Mueller Associate Professor in Applied History

(Director of Research, Western Reserve Historical Society)

American immigration history; the Progressive Era; archives and manuscripts; local history

*David Hammack*, Ph.D. (Columbia University)

Hiram C. Haydn Professor of History

U.S. history; urban and economic history; history of social policy; nonprofit organizations

*Lisa Hazirjian*, PhD (Duke University)

Visiting Assistant Professor

US Social history; Women's history

*Bernie Jim*, PhD (Case Western Reserve University)

Part-time Lecturer

History of technology; urban history; cultural history

*David Karr*, Ph.D. (Vanderbilt University)

Visiting Assistant Professor

Modern European history

*Elizabeth Köll*, Ph.D. (University of Oxford)

Associate Professor

History of China; modern Japan

*Marixa Lasso*, Ph.D. (University of Florida)

Assistant Professor  
Latin American history

*Kenneth F. Ledford*, Ph.D. (Johns Hopkins University)  
Associate Professor  
Modern German history; European international relations; modern Russia

*Miriam Levin*, Ph.D. (University of Massachusetts)  
Associate Professor  
History of European technology; modern French cultural and intellectual history

*Alan Rocke*, Ph.D. (University of Wisconsin-Madison)  
Henry Eldridge Bourne Professor and Chair  
History of science; science, technology and society

*Jonathan Sadowsky*, Ph.D. (Johns Hopkins University)  
Theodore J. Castele Associate Professor in Medical History  
African history; comparative history; cultural anthropology; history of medicine

*Renée Sentilles* Ph.D. (College of William & Mary)  
Assistant Professor  
Women's history; American history; American studies

*Theodore Steinberg*, Ph.D. (Brandeis University)  
Professor  
Environmental history; Social history of law; 19th-20th century American history

*Elizabeth Todd*, Ph.D. (The Ohio State University)  
Lecturer  
Medieval history; Byzantine history; ancient history

*Gillian Weiss*, Ph.D. (Stanford University)  
Assistant Professor  
Early modern France; Early modern Europe

*Rhonda Williams*, Ph.D. (University of Pennsylvania)  
Associate Professor  
Modern U.S. History; African-American history; race and gender

History Department Staff

Alan Rocke Department Chair	Room 104	alan.rocke@case.edu x2261
Elisabeth Köll Undergraduate Advisor	Room 211	Elisabeth.koll@case.edu x2623
David Hammack Director of Graduate Studies	Room 212	david.hammack@case.edu x2671
Nancy Kryz Department Assistant	Room 106	nancy.kryz@case.edu x2625
Marissa Ross Department Secretary	Room 106	marissa.ross@case.edu x2380

### History Organizations and Societies

#### Society for History and Culture (SHC)

The History Department hosts a student organization open to undergraduate and graduate students of all majors and disciplines who have an interest in history, world affairs, and related subjects. SHC, often in conjunction with Phi Alpha Theta, sponsors social and programmatic activities. Elisabeth Köll, Advisor.

#### Phi Alpha Theta

The History Department holds the charter for the Eta-Lambda Chapter of Phi Alpha Theta, the national history honorary society. Phi Alpha Theta sponsors lectures, films, happy hours, and social activities--all with a historical focus. Elisabeth Köll, Advisor.

## GENERAL PROCEDURES AND INFORMATION

**Note:** This document supersedes all previous editions of the History Department's Graduate Student Handbook. However, it does not and cannot displace the *general* rules and regulations of the School of Graduate Studies published in the CWRU General Bulletin. Please read these regulations carefully; it is the responsibility of the student to become familiar with the rules and regulations both of the School and of the History Department. The student should occasionally check his or her file in the Graduate School to ensure that it accurately reflects the student's progress toward a degree. Because graduation deadlines change each semester, students should also verify dates relevant to their graduation.

### **Selecting an Advisor**

Students in the general master's and Ph.D. program should receive their initial advising from the Director of Graduate Studies, until the student has chosen an advisor for the M.A. thesis or a research advisor for the qualifying examinations and the Ph.D. dissertation. After this initial period, the student will select an appropriate research advisor from the regular History Department faculty. For further details see below, Examinations and Theses.

### **Setting up the Program of Study**

The student and the advisor are jointly responsible for setting up a program of study during the student's first semester of study. A **Program of Study Form** is included in this handbook; it should be filled out and signed by both student and advisor. After it is completed, make two copies. One copy plus the original should be given to the History Department Assistant (Nancy Kryz, Rm. 106), and one copy retained by the student. The Department Assistant will then send the original to the Graduate Studies Office. If there is some uncertainty as to exactly which courses will be taken in subsequent years, the form should be filled out as completely as possible (example: HSTY 410, 3 cr. hrs.) to equal the appropriate total number of credit hours needed for the degree. When more details are known, or whenever there is a change in the program of study, the student should fill out a **Revisions to Student's Planned Program of Study** form, also included in this handbook, and hand it to the Department Assistant, who will note the revisions and send this form to the Graduate Studies Office.

When registering for classes each semester, remember that one copy of the registration form (the yellow "advisor's copy") must be given to the Department Assistant.

### **Examinations and Theses**

The master's thesis committee, consisting of an advisor plus two other History Department faculty members, is created by the degree candidate and his/her advisor. Each prospective committee member should be contacted by the student, and a date, time, and place should be set for the thesis defense. (You can reserve room 100 or 203 by

contacting the Department Assistant; if these rooms are unavailable, you can reserve a room through Room Control, at extension 4328.) Once the student has passed the defense, the enclosed Thesis Defense Form should be filled out and given to the advisor, who will then sign it; the student should then hand this memo to the Department Assistant.

Students planning to proceed on to the Ph.D. should think carefully about choosing a dissertation research advisor, who must be a regular faculty member (not an adjunct) of the History Department. It is usually wise to talk to a number of faculty members in order to match interests and styles as well as possible; there must be mutual agreement between student and faculty member. The faculty member will then sign the School of Graduate Studies Permanent Record Form officially designating him or her as the student's research advisor.

When nearing completion of relevant course work for the Ph.D. degree, the candidate should confer with her or his research advisor regarding an examining committee of faculty members for the Ph.D. qualifying examinations (see the appropriate program description for further details in forming this committee). The student should contact each member for agreement to serve on the committee. When the advisor and student agree that the student is ready, each committee member should be contacted to set a date, time and place for the examination. After successful completion of the Ph.D. qualifying examinations, the School of Graduate Studies Permanent Record Form should be signed and given to the Department Assistant. This step constitutes what is known as "advancement to candidacy," and the student is thenceforth classified as a Ph.D. candidate. About the time of advancement to candidacy the student may begin enrolling in HSTY 701, Dissertation Research, normally from one to three credits per semester, while doing research and writing. A minimum of eighteen credits of 701 is required.

The Permanent Record Form of the School of Graduate Studies is a multi-purpose form. As stated above, this form needs to be signed by the faculty member consenting to serve as the student's doctoral research advisor. The form also indicates consent of committee members. The committee members do not need to sign the form, but the student should have prior approval before adding their names to the form.

The final hurdle is the dissertation defense. The student's committee should already have been formed at least by the time he/she was advanced to candidacy. The committee should consist of the dissertation advisor, two other History Department Faculty, and one faculty member from another department. Once the defense has been passed, the research advisor signs the Permanent Record Form one last time. The form should be returned to the Department Assistant who will then forward it to the Graduate Studies Office.

Throughout the degree program the student will need to set up various meetings with the advisor and committee members. Students are responsible for setting up their own meetings. The attached Upcoming Meeting Memorandum should be sent to each committee member and also to the Department Assistant to remind them of the upcoming meeting. Photocopies of the blank form need to be made, since there will be more than one meeting.

### **Incompletes**

By University policy, incompletes are to be requested or granted only in highly unusual situations, in which only a small portion of course requirements still need to be satisfied, and catastrophic circumstances intervene with completion. Any courses still carried by the registrar on a student's transcript as incomplete will disallow either advancement to Ph.D. candidacy, or graduation with M.A. or Ph.D.

### **Graduation Packets**

After fulfilling the above degree requirements the student will need to pick up a graduation packet from the Graduate Studies Office in Baker Building. The information in these packets is indispensable--it will cover all aspects of the graduation process. In order for the History Department to help the student through graduation, he or she should make a copy of the Application for Graduation found in the graduation packet and give it to the History Department Assistant before turning it in to the Graduate Studies Office.

### **Deadlines**

The calendar issued by the School of Graduate Studies for the current semester (fall 2006) is enclosed. This calendar will give an idea of the deadlines one is expected to meet as graduation nears. A calendar such as this will be included in the graduation packet available from the Graduate Studies Office at the beginning of the student's last semester at CWRU.

## M.A. IN HISTORY General Requirements

### **Course Work**

Candidates for the M.A. degree must complete a minimum of 27 credit hours of course work in history or a related field, approved by the Director of Graduate Studies or the student's thesis advisor. No more than 9 of these credits can be taken in 300-level (advanced undergraduate) courses. Required courses include HSTY 611, an introduction to historical methods and literature. Normally this course is taken in the fall semester of the first year. Candidates must also take 6 credits of HSTY 651 (M.A. thesis research). This course allows the student and thesis advisor to devise a program of readings and discussion that will give the student a historical framework upon which to construct his or her research. Students should consult with the Director of Graduate Studies or their own advisor in constructing the program of additional courses that will be most useful to them. Students who expect to continue through the Ph.D. can begin taking courses required for the relevant program as soon as they begin work on the M.A. Students may not graduate with an incomplete on their transcript.

### **The M.A. Thesis**

The capstone of the master's program is the completion of a thesis. This project gives the student the opportunity to define a problem appropriate for historical analysis, conduct research in both primary and secondary sources, and develop an interpretation based on one's own research and that of other historians. The M.A. thesis should be 40-60 pages in length, and should be conceived as a potential article manuscript for a scholarly journal, which means that it should frame a historical problem or set of questions pertinent to the subject matter, address a body of historiographical literature, and mount an original argument.

**The thesis itself.** Because the thesis provides the mechanism for one to "practice history," it is important that it meet certain basic standards of structure and style. At the simplest level, it should be well written. Historians pride themselves on their ability to write, and consider full command of English to be essential; history is a persuasive art, and persuasion rests on language. The thesis should be well documented with foot- or endnotes, and have a complete bibliography of both primary and secondary sources all within the 60-page maximum.

**Choosing a topic.** There are two key issues to keep in mind when choosing a thesis topic. First, make sure it is a topic you like. You will be devoting much time and energy to writing this thesis, and if you aren't interested in the topic the effort will be onerous. Second, be practical. Choose a topic that can be completed in a reasonable amount of time and that can be done locally, which might mean using sources borrowable on microfilm. You might be interested in, e.g., class formation in industrialized societies, but you don't have the time now to research and write a multi-volume opus. You do have the time and resources to study, for example, a Cleveland neighborhood in detail to see how

ethnicity and class interacted and changed over half a century. The actual choice of your topic should be made in consultation with the thesis advisor. She or he will not define the topic for you, but rather will help you to refine your ideas into something that can actually be done. Also, always feel free to consult with other faculty. They will have ideas and suggestions that might be helpful to you. Your thesis committee will consist of your advisor and two other faculty members; talking with other faculty members will help you select that committee.

**The mechanics of writing, defending and submitting a thesis.** If the student plans to complete the M.A. in a year, the thesis, with all the approvals and forms, must be in the Graduate School Office by approximately 15 April. That deadline means that the student should plan to have the completed thesis to all three members of the committee two weeks earlier. Two weeks usually allows adequate time for committee members to read the thesis, to have an oral defense of the thesis, and to allow the student time to make changes and corrections. If the student has had consistent contact with his or her advisor and other committee members, there should be no problem with that time frame. If they have not been kept advised of the student's progress, they may want changes that require more time. If the deadline is missed, the student's degree will be delayed by at least a semester.

## THE DOUBLE DEGREE PROGRAM IN HISTORY AND LAW (M.A./J.D.)

The Franklin Thomas Backus School of Law and the Department of History at Case Western Reserve University have adopted a joint J.D./M.A. program. Students will be admitted to both the history graduate and Law schools, and they can achieve their degrees in either three and one-half years or three years and two summers of study.

Completion of the J.D. normally requires 88 hours; completion of the M.A. in history normally requires 27 hours. To acquire both a J.D. and an M.A. outside the joint program would necessitate a student completing a total of 115 hours. Under the program, the School of Law and the Department of History have agreed to double-credit up to nine hours of approved courses in either law or history. Therefore, a student would need to complete a total of 106 hours for the joint degrees.

The history M.A. portion of the joint program is constructed in accordance with the requirements of the Graduate School Plan B (M.A. without thesis). A student may, however, pursue Plan A and write a master's thesis. Three distinct groups of courses are required for fulfillment of the M.A.

1. Nine credit hours in courses given *either* by the School of Law, which are accepted as cognate credit by the Department of History; *or* 9 credit hours in courses given by the Department of History which are accepted as cognate credit by the School of Law; or any combination to a maximum of 9 credits thereof.
2. Three (3) credit hours for HSTY 611 to be offered in the fall semester each year.
3. Fifteen (15) credit hours in history courses, at the election of the student.

Students in the master's program must pass an oral examination on their course work or a defense of their master's thesis. The examination will be scheduled in the final semester of residence.

All master's candidates must consult with the director of the M.A./J.D. program each semester in planning their program of study.

## PH.D. IN HISTORY

### General Requirements

#### **I. Admission to the Ph.D. Program**

Every student finishing an M.A. at CWRU who wishes to proceed on to a Ph.D. must apply in writing to the Director of Graduate Studies. To rule on this application, the Director of Graduate Studies will appoint an ad hoc committee of three regular History Department faculty members who have been directly involved with the student's program. The student will be notified promptly of the decision of this committee. Applicants with an M.A. from another university apply to the Ph.D. program by filling out the University's normal application form.

#### **II. Research Advisor**

Upon entering the Ph.D. program the student must select a primary advisor from the department faculty, who will help the student plan a program and most likely direct the dissertation. The advisor should be skilled in the area of study desired by the student. The student should consult with the Director of Graduate Studies about this choice. If in the course of study the student wishes to select another advisor, he or she should again consult with the Director of Graduate Studies. If a new advisor is selected, a new course of study must be agreed to by the student and advisor. For more details, see above under General Procedures and Information, pp. 6-7.

#### **III. Course of Study**

Students entering the Ph.D. program with an M.A. or its equivalent, regardless whether the M.A. was from CWRU or not, must take a minimum of 18 additional credit hours of pre-dissertation course work, and 18 credits of HSTY 701 (dissertation research). HSTY 470 and HSTY 611 are also required. The HSTY 651 (MA thesis research) requirement for the MA at CWRU does not count towards the Ph.D. coursework requirement. The minimum cumulative grade-point average is 3.0. Beyond these general guidelines, there are no specific course requirements for the traditional Ph.D. However, the programs in Social History and Policy and in the History of Science, Technology, Environment and Medicine specify additional courses which must be satisfied (see below).

#### **IV. Residency Requirement**

To fulfill the university's residency requirement, every Ph.D. student must be enrolled for at least six consecutive full- or part-time academic semesters.

## **V. Time Limits**

All requirements for the M.A. must be satisfied within five years of initial matriculation. All requirements for the Ph.D. must be satisfied within five years of initial registration in HSTY 701 (Ph.D. dissertation research).

## **VI. Leaves of Absence**

Students are expected to maintain continuous registration from entry through graduation. If a student finds it impossible for whatever reason to enroll for at least one credit hour, he or she must request a leave of absence by writing the Department Chair in advance of that semester, explaining the reasons for the leave. Such leaves must also be approved by the Dean of Graduate Studies, and are not automatically granted. Leaves of absence do not extend the time limits mentioned in the previous section. A student on leave may not use any University resources, including faculty consultations.

## **VII. Qualifying Examinations**

After the course work requirement has been satisfied, in order to become a Ph.D. candidate the student must pass qualifying examinations (sometimes called "orals", "comprehensive exams" or "comps"), divided into four fields. Ordinarily, a student will take these examinations in the semester following completion of the required course work program. Preparation for each field is directed by a field advisor, decided upon jointly by the student and her/his research advisor. The course work is designed to prepare the student for these exams. In addition, members of the faculty often agree to supervise courses of independent study to help the student prepare, and the department encourages students to form their own study groups for this purpose. For Fields I & II in U.S. history the student should prepare to be examined on the list of books provided by the department and revised each year. The two seminars in American historiography, each offered annually, are designed to help students prepare for the exams in American history.

To advance to candidacy, Ph.D. students must pass a written examination in each of four fields, and a single oral examination covering all four fields. Each field is to be prepared under the direction of a faculty member, who will conduct the written examination and sit on the oral examination committee. There must be no fewer than three faculty members on the oral exam committee.

### Fields:

I. U.S. History to 1860\*

II. U.S. History since 1860\*

III. One of the Following:

- Social History and Policy
- History of Technology
- History of Science

History of Medicine  
Environmental History

IV. A field that is broadly methodologically or thematically defined. This field must be defined by agreement among the student, the student's primary advisor, and the director of graduate studies. It ought to be linked to the student's planned dissertation topic but be constituted as wide reading in the field. For example, this field could be the history of medicine, or cultural history, or the history of women/gender, or legal history. Alternatively, this field could be taken outside history, especially if the student has an M.A. in history.

\* For students whose concentration is other than American history, these fields can be alternatively defined. For example, Field I could be Modern European History; Field II could be Modern World History.

The written examinations should all be three hours in length. If a student should fail one of the written exams, he/she will have an opportunity to take that exam a second time, but must keep going and take the others. The oral exam, in this instance, will be delayed until all four written exams are passed. If a student fails two written exams, the whole examination process must be started again. A written examination in any field may not be taken more than twice. Written examinations may be done on a computer.

All four written exams and the oral exam must be taken within a two week period from the day of the first written exam. The oral examination ordinarily will last two to three hours. If a student should fail the oral examination, he/she will have one opportunity to re-take it.

### **VIII. Dissertation**

Upon successful completion of the qualifying examinations and advancement to candidacy, the student can register for one to nine credits per semester of HSTY 701 (in some cases and with permission of the research advisor, students may enroll in HSTY 701 shortly before completion of the qualifying exams). A minimum of 18 hours of HSTY 701 is required, and students must be registered for HSTY 701 during the term they complete and defend the dissertation. The five year "clock" for completion of the PhD begins with initial 701 registration.

The dissertation is the distinctive and one of the most important and demanding parts of the Ph.D. program. The Department expects each dissertation to be an original contribution to historical knowledge and a demonstration of ability to complete original research in primary materials and construct an effective scholarly argument. A doctoral dissertation represents original scholarship and as such must be based upon either: 1) a substantial body of unpublished information, or 2) published primary materials of historical significance such as court records or census data. The final dissertation must exhibit sustained inquiry of high quality, meeting the usual standards of scholarship in the discipline of history. It must conform to the dissertation regulations of the School of Graduate Studies; it is the student's responsibility to know and follow those regulations.

The formal steps involved in starting the dissertation are: The selection of a prospective **research (dissertation) advisor** from among the regular Departmental faculty by the student, with the advice and approval of the Director of Graduate Studies; the definition of a **dissertation topic** with the advisor's approval; and the creation of a **dissertation committee** (selected through consultation with the research advisor, permission secured from each member, and then reported to the Director of Graduate Studies). Under university rules, the dissertation committee will normally consist of three members of the History Department and one member of another department at Case Western Reserve University. These steps must be completed in the semester following successful completion of the qualifying examinations, but ideally the student will begin to identify a research advisor and define a dissertation during the first year of Ph.D. course work. The student and her or his research advisor will determine a **schedule** for research and writing which may include the drafting of a **dissertation prospectus**. The student should continue to consult with his or her dissertation advisor and committee at appropriate times during the period of dissertation research and writing.

### **IX. Defense of the Dissertation**

The student and advisor must jointly agree that the dissertation is ready for the oral defense. The copy which the committee receives prior to the oral defense must include the complete scholarly apparatus of front matter, footnotes, and bibliography, but may have a limited amount of clear handwritten corrections, and need not adhere to the format requirements for the final version to be submitted to the University.

The date for the oral defense is scheduled by the advisor in consultation with the student. The examining committee, formally nominated by the Dean, will usually consist of the student's dissertation committee. At least ten days prior to the defense the committee must receive copies of the dissertation. If the dissertation is inadequate in form or content the committee may withdraw permission to proceed to the defense and may make suggestions for change. The defense will last approximately two hours.

At the conclusion of the defense, the committee will choose to 1) accept the dissertation and recommend the student for the Ph.D. degree, or 2) require changes in the dissertation. If the required changes are substantial, a new defense may be necessary.

## SOCIAL HISTORY AND POLICY

### **I. General Description**

The Ph.D. Program in Social History and Policy (SHP) provides an opportunity to apply the perspectives and insights of modern history social history to the formation of policy. The program is particularly directed to such fields as social welfare, nonprofit organizations, environmental reform, public health, aging, law, labor relations, family life, education, and museum and cultural policy. A Ph.D. degree in Social History and Policy offers the option of combining academic study with policy-making experience: it prepares students for careers in college and university teaching, as well as a variety of other fields, including nonprofit management, health and welfare planning, education administration, and museum work.

Begun in 1983 with help from a major grant from the National Endowment for the Humanities, the program in Social History and Policy had graduated 38 Ph.D.s by May 2005. Graduates of the SHP program teach at the University of Michigan, Kent State University, Oberlin College, Cleveland State University, and other college and universities, and are employed at a variety of policy-oriented nonprofit organizations; one graduate is executive director of National History Day.

Students who have already earned an M.A. in history or in a relevant academic or professional field, and who devote full time to the program, can complete the requirements for a Ph.D. in three years. Students whose employment prevents them from devoting full time to the program may find that it takes four or more years to complete the requirements.

Those who enter the program without an M.A. will usually need to complete an additional year of course work and earn an M.A. before moving on to the Ph.D.; those who have not completed sufficient work in history may find it necessary to take additional course work to gain familiarity with the historical literature and with contemporary modes of historical analysis.

The Ph.D. Program in Social History and Policy includes at least 18 credit hours of courses past the master's degree, followed by the qualifying examinations; and 18 credit hours of supervised work on the dissertation in HSTY 701, culminating in an oral defense of the completed work. Full-time students can complete the 18 hours of course work in a single year. Most students find that they need at least one additional semester to prepare for the qualifying examinations; some need an additional year, occasionally more. A dissertation is a substantial work, and often requires three or more years for completion.

### **II. Advising Procedures**

Plans for the student's work during the first year will be made in consultation with the Director of Graduate Studies. As early as possible, each student should select a potential research advisor, who must be a regular member of the History Department faculty. The Director of Graduate Studies will assist in this selection, and both must be informed of each student's selection.

### **III. Master's Degree**

See the general description on p. 8. Students are urged to consult closely with the Director of Graduate Studies to construct an appropriate sequence of courses.

### **IV. Ph.D. Course Work**

Each Social History and Policy Ph.D. student must complete at least 18 hours of course work beyond an M.A. This is a carefully structured program, and most courses are required. However, within each course, written assignments will be tailored, where possible, to each student's specific interests. The following five courses (15 credit hours) are required:

HSTY 410: Early American Historiography

HSTY 411: Modern American Historiography

HSTY 470: History and Cultural Studies: An introduction to a range of research methods developed in history and cognate disciplines.

HSTY 477: Modern American Social Policy History

HSTY 611: An Introduction to Historiography.

The remaining three credits can be an elective course in a field relevant to the student's interest.

Students may wish to take additional course work, either in the Department of History, in another department in the College of Arts and Sciences, or in one of the university's professional schools. Additional courses are usually selected to help the student prepare for the Ph.D. qualifying examinations or to explore the specific field of social policy in which the student intends to write. The Director of Graduate Studies will help arrange for such course work where possible. Students receiving financial aid should note, however, that the department's resources are not sufficient to allow it to support extensive work beyond the required courses.

### **V. Ph.D. Qualifying Examinations**

See General Requirements for the Ph.D. in History, pp. 11-14.

### **VI. Internships**

Many students in the Social History and Policy Program find that they benefit from participation in policy-related internship positions. The practical experience of policy analysis and implementation can be invaluable not only to those who wish to work as policy analysts or administrators, but also to those who plan to write and teach about the history of social policies. The Director of Graduate Studies and other members of the department will advise students about the search for an internship, and will work with students who are serving internships to make them as productive as possible. From time to time the Social History and Policy Program will arrange seminars at which interns (and students who have

done other appropriate policy work) can share their experiences with others in the Program.

## **VII. The Dissertation**

Social History and Policy dissertations must bring historical knowledge to bear on a significant problem of contemporary social policy. In order to complete such a dissertation in the timely fashion required by the Social History and Policy Program, the student must begin work on the dissertation almost as soon as he or she begins Ph.D. course work. In particular, each student must: (1) define an area for dissertation research as soon as possible, preferably by the end of the first semester of Ph.D. course work; (2) focus sharply on a problem that is significant both for its historical importance and for its relevance to contemporary policy; and (3) select a problem for which the necessary primary sources are available and accessible.

For Social History and Policy dissertations, it is necessary to prepare a dissertation prospectus under the supervision of the research advisor, and to present the prospectus to the dissertation committee, also during the semester immediately following the completion of the qualifying examinations. The dissertation prospectus is usually a paper of about twenty-five pages; it specifies the research problem to be addressed by the dissertation, suggests hypotheses to be investigated, identifies the primary sources to be examined, and shows how the proposed dissertation will contribute to the relevant historical and policy literature. The dissertation committee will make suggestions about the prospectus and may require that the student revise it for approval. The student must keep the dissertation committee informed of progress as required.

## HISTORY OF SCIENCE, TECHNOLOGY, ENVIRONMENT AND MEDICINE

### **I. Master's Degree**

At the time of its birth four decades ago, the graduate program in the History of Science and Technology shared space and personnel at CWRU with the newly formed Society for the History of Technology (SHOT) and its journal, *Technology and Culture*. In the years since, graduates and faculty in the program have served as secretaries of both SHOT and the History of Science Society, edited *Technology and Culture*, served as President of SHOT and President of the International Committee for the History of Technology (ICOHTEC), and won the Dexter Prize, the da Vinci Prize and many other honors in both the history of technology and the history of science.

An integral part of the CWRU Department of History, the program in Science, Technology, Environment, and Medicine (STEM) provides areas of particular strength in the social and cultural history of technology, technology and science policy, environmental history and policy, the history of the physical sciences since the Renaissance, gender issues in technology and science, and the history of medicine.

During the first year of full-time study, students will take the relevant graduate literature survey courses, choosing three out of the following five course offerings: HSTY 378, 402, 451, 452, and 495. In addition, students must take HSTY 611 in their first year. A minimum of 27 semester credit hours (nine courses) is required for the master's degree. The particular choice of courses will be decided by the student in consultation with the Director of Graduate Studies or the student's thesis advisor. No more than nine credits of 300-level courses may be taken. Six credits of HSTY 651 (Thesis Research) and a master's thesis are also required (included in the 27 total hours). Other details on the Master's program may be found in the description on pp. 8-9.

### **II. Ph.D. Course Work**

The student must complete 18 credit hours (past the M.A. and excluding dissertation credit hours) of courses, seminars, and independent study approved by his or her advisor, including the courses listed above, plus HSTY 470. Students coming into the Program with an appropriate master's degree from another university, or with a master's degree from Case Western Reserve University in a program other than a History Department program, must also complete a minimum of 18 hours of course work. Other details are given on page 11.

### **III. Qualifying Examinations**

See General Requirements for the Ph.D. in History, p.11-14.

#### **IV. Dissertation**

A general description of the dissertation process is found above, on pp. 13-14. The student must have a dissertation advisor and will select a dissertation topic in consultation with that advisor. It is recommended that the student read a brief prospectus of the dissertation at a meeting of Program faculty and students by the end of the second semester after being advanced to candidacy. This will inform others of the student's research and will provide an early opportunity for criticism. A dissertation represents original scholarship and as such must be based upon either (1) a substantial body of unpublished records, or (2) published primary materials of historical significance, such as a scientist's books and articles. The final dissertation must exhibit sustained inquiry of high quality, meeting the usual standards of scholarship in the field. It must conform to the dissertation regulations of the School of Graduate Studies; it is the student's responsibility to know and follow those regulations. The dissertation defense is the last step in the process; for a description, see above, p. 14.

## THE DISSERTATION PROSPECTUS

A Dissertation Prospectus is a description of a proposed Ph.D. research project, prepared to help the student think the project through and to obtain useful advice and suggestion from the dissertation chair and committee before going very deeply into the work. Ordinarily a dissertation prospectus is about ten to fifteen pages long. The prospectus should be prepared by the student.

The prospectus should be prepared by the student, with assistance from the advisor, in a period that should ordinarily not exceed six weeks after the completion of the Comprehensive Examinations. The prospectus identifies a topic and a problem for research, specifies the sources to be examined and the methods to be employed, and reviews the relevant secondary literature in history and other relevant fields. The prospectus is not a finished report on research conducted, or on sources that have been fully examined; it should help the student begin work but should not discourage the student from exploring unanticipated sources or from considering new methods, or indeed from entirely changing the focus of the dissertation (with the approval of the dissertation advisor and committee) should that turn out to be desirable.

Each dissertation prospectus should accomplish seven distinct tasks. The following list identifies each task and illustrates it with material from one recent CWRU student's work; each student should develop his or her version of this list:

1. State a topic including subject, place, and time (e.g., "Regionalization of Municipal Services in Cuyahoga County, 1950-1977"). One brief paragraph.
2. Identify a historical problem in both specific and general terms (e.g., "How specific interest groups used regionalization to maintain (or increase) their influence over policy-making as metropolitan regions have become the dominant settlement pattern in the U.S.?" (a special case of the general problem of the role of interest groups in American history, and of the impact of political forms on political action); or "How have professional elites sought to increase their influence over the quality and distribution of municipal services as metropolitan regions have become the dominant settlement pattern in the U.S.); or "How did the racial conflict and the economic decline of the late 1960s affect the distribution of powers between central cities and regional authorities?" or more generally, "What were the consequences for urban life of the racial conflict and economic decline of the late 1960s?") One or two pages.
3. Review the literature on the subject in the place and time, on the subject in the same period of time elsewhere, on aspects of the larger historical problem that are particularly relevant to the subject. The point is to indicate how this dissertation will contribute new and significant knowledge relevant to important current scholarly debate – or how it will open a significant new debate. This review should not be longer than five pages.

4. Provide a rationale for studying the general subject in the chosen time and place: why is this case study a strategic one? A statement of perhaps two pages.
5. Provide a specific research plan: events, debates, votes, attitudes, etc. to be studied; groups or individuals to be emphasized; sources to be consulted; methods to be used. Two or three pages.
6. Identify and evaluate the sources to be consulted, emphasizing primary sources including papers of organizations and individuals, printed primary sources, oral histories (which should be in typescript form and signed by the people who provide them) and also – as relevant to the dissertation – data on relevant matters, such as boundaries and locations, population, employment, taxes services, biographical information on key people, and votes. Each source should be described briefly, and its current location should be indicated. Not more than three pages.
7. Conclude with a preliminary one-page list of proposed chapter titles.