

# Working with Graduate Students: A List of Resources and Reminders

The History Department at UNC has a long tradition of excellence in the mentoring of graduate students. Mentoring is both an honor and a privilege, something that our faculty take great pride in doing well. The success of our program, of course, depends on other faculty members as well. Seminar leaders, MA and PhD committee members, and faculty working with TAs, graders, and ATs all contribute to a goal: challenging, teaching, and supporting our graduate students as they progress toward their degree.

Below you will find a number of resources for mentors and other faculty who work with graduate students in our department. Ultimately, it is the student's responsibility to be familiar with the various requirements and deadlines listed below. Faculty should be aware of them as well, however, and pay particular attention to the calendar of reminders. Mentors should take the lead in planning to meet with her/his advisee periodically throughout the semester.

## Some General Resources

**The American Historical Association has a number of helpful guides for both advisors and their graduate students. Among them are:**

[Graduate School from Start to Finish](#)

[AHA Guidelines for Dissertation Process](#)

[Resources for Graduate Students](#)

Questions about...	Talk to...
Graduate Program Requirements Funding/Residency Issues TA assignments	Graduate Coordinator or Graduate Studies Dir.
Enrollment Issues/Course Schedule	Graduate or Undergraduate Coordinator

**Concerned about a student (graduate or undergraduate)? Contact the Dean of Students Office at 919-966-4042.**

## Milestones and Requirements

All advisors should be familiar with the requirements worksheets, which should help guide your students as they progress toward the PhD. Following each major milestone (defending the MA thesis; going ABD; defending the dissertation) your student should hand in a completed worksheet to the Graduate Coordinator. The worksheets can be found [here](#) and on the [Graduate Student Intranet](#).

It is also important to consult the [History Department Graduate Student Handbook](#) for details about individual milestones and requirements.

University-wide policies regarding the graduate program at UNC can be found in the [UNC Graduate Handbook](#).

## **What about the paperwork?**

For each milestone in a graduate student's career, there is a form on the [Graduate Intranet](#). These forms must be completed by the student **THREE WEEKS** before the event. Before he or she submits the form, the student must contact the Graduate Coordinator to schedule a room for an MA or PhD defense.

**Reminder:** To graduate with an MA or PhD each student must complete the examination/meeting forms listed below and, when appropriate, apply to receive their degree through Connect Carolina.

1. Application for MA Oral Examination (MA Defense)
2. Comprehensive Exam Form (Comprehensive exams should be completed before the Dissertation Prospectus Defense.)
3. Dissertation Prospectus Defense Form  
Students must submit CVs of all non-UNC committee members to Graduate Coordinator
4. Interim Meeting of Dissertation Committee Form  
(INFORMAL – Not a Defense. The meeting may be waived with consent of student/advisor/DGS, but the committee should still confirm to the advisor by email that progress toward degree has been satisfactory.)
5. Dissertation Defense Form  
Advisor and Student must also confirm that all degree requirements are met and submit the PCDR (Program Certification of Degree Requirements) form to the Director of Graduate Studies. The PCDR will be attached to the defense paperwork

## **Funding**

### **Within the History Department**

**History Department Funding for post-MA students**

[Summer Internship Awards](#)

**History Department Funding for ABD students**, both of which can be found on the graduate student intranet (accessible [here](#)) under “forms”.

**About to go ABD** – Mowry and Clein Dissertation Grant Application

**In ABD stage** - Travel Grant Application:

## Beyond the History Department

There is no better source than the “**List of Grants for PhD Students in History**”, put together by our GHS co-President, Erika Huckestein. The “List” can be found on the Graduate Student Intranet (accessible [here](#)) under “Resources”

**Graduate School** funding for summer research, semester-long research, the Richard Bland internship program, and dissertation write-up grants. Student can also apply for grants for [conference travel](#) and funding to cover [unusual and unexpected financial difficulties](#).

## Calendar of Important Dates for Mentors and Others

### August

- Meet with your TAs to discuss expectations for course and to define TA duties
- Meet with Advisees for progress updates on thesis/dissertation and establish regular meeting times for the semester.
- Incoming PhD Welcome Reception, typically two days before classes begin

### September

- Deadline for MA/PhD students to apply for December Graduation in Connecticut

### October

- Observe at least one discussion section early in the semester and provide feedback on the TA’s strengths as a discussion leader, as well as areas for improvement.

### Mid-October/Early November:

- Submit TA/Grader Requests for next Spring

### November

- Remind Undergraduates to Nominate TAs for Teaching Award (**Nov-Dec**)
- December Graduates (receiving MA or PhD) must submit Thesis/Dissertation. PhD students must also complete the Exit Survey. A link to the Exit Survey and instructions will be sent to the student after they have submitted the electronic version of their dissertation to the Graduate School

### December

- Final Grades for HIST 899 Graduate Independent Study, HIST 993 Master's Research and Thesis, and HIST 994 Doctoral Research and Dissertation **must be posted in the first week of final exams**. A student receiving an MA or PhD will not be cleared for Graduation unless all grades from the current term, and from ALL PREVIOUS TERMS, have been entered as permanent grades (H/P/L). The presence of missing and/ or temporary grades on a student’s transcript, and/ or

missing graduation paperwork will prevent a graduation applicant from being approved for graduation by The Graduate School.

- Submit Faculty Evaluations of Teaching Assistants for past term (Fall)
- Informal meeting(s) with committee members for students who went ABD 18 months previous.

### January

- Meet with your TAs to discuss expectations for course and to define TA duties
- Meet with Advisees for progress updates on thesis/dissertation and establish regular meeting times for the semester

### February

- Deadline for MA/PhD students to apply for Spring Graduation in Connect Carolina
- Observe at least one discussion section early in the semester and provide feedback on the TA's strengths as a discussion leader, as well as areas for improvement.

### March

- Remind Undergraduates to Nominate TAs for Teaching Award (**March-April**)

### Mid-March:

- Prospective Weekend and Prospective Graduate Student Reception

### April

- Final Grades for HIST 899 Graduate Independent Study, HIST 993 Master's Research and Thesis, and HIST 994 Doctoral Research and Dissertation **must be posted in the first week of final exams.** A student receiving an MA or PhD will not be cleared for Graduation unless all grades from the current term, and from ALL PREVIOUS TERMS, have been entered as permanent grades (H/P/L). The presence of missing and/ or temporary grades on a student's transcript, and/ or missing graduation paperwork will prevent a graduation applicant from being approved for graduation by The Graduate School.
- May Graduates (receiving MA or PhD) must submit Thesis/Dissertation. PhD students must also complete the Exit Survey. A link to the Exit Survey and instructions will be sent to the student after they have submitted the electronic version of their dissertation to the Graduate School
- Remind students who are about to go ABD to apply for the Mowry and Clein Dissertation Grant (Due end of April)

- Submit TA/Grader Requests for next Fall
- Submit Faculty Evaluations of Teaching Assistants for past term (Spring)
- Meet with Advisees to evaluate student work and discuss future plans for thesis/dissertation

**May**

- Attend Doctoral Hooding Ceremony and Department Graduation Ceremony  
<http://gradschool.unc.edu/events/hooding/>

**June/July**

- Deadline for MA/PhD students to apply for Summer Graduation in Connect Carolina
- Remind Graduating Students (receiving MA or PhD) to submit Thesis/Dissertation if they are graduating during one of the summer terms.