

## Checklist and Timeline for Ph.D. Students

Students entering the doctoral program should in the first year map out a pathway to finishing the Ph.D. in five years, or, if they have earned the M.A. degree at UK, possibly in four years. Graduate study is *highly individualized* and not all students move through the program on the same schedule. But early planning will facilitate steady progress-to-degree. The guidelines below provide a framework while also listing basic requirements.

### CHECKLIST of Courses & Credits Required:

\_\_\_ Two Research Seminars (HIS 701, 705, or 722) – *Only 1 required if 2 research seminars already taken during MA studies at the University of Kentucky.*

\_\_\_ HIS 606, Historical Criticism

\_\_\_ HIS 750 (1 credit), Professional Development

\_\_\_ PhD Foreign Language Requirement [*See Handbook, pp. 7-8*]

\_\_\_ Field-specific requirements:

\_\_\_ European History students: Additional foreign language requirements fulfilled [*See Handbook, p. 7*]

\_\_\_ Pre-Modern/Early Modern European History students: HIS 705 (if offered)

\_\_\_ U.S. History students: HIS 640 and HIS 641

\_\_\_ U.S. History students: One seminar each in pre-1877 and post-1877 History – *640/641 do not fulfill this requirement*

\_\_\_ 18 credits minimum taken at the University of Kentucky

\_\_\_ 24 History Course Credits at the 600-700 level (HIS 695 & HIS 750 do not count)

\_\_\_ 3.6+ Grade Point Average in History courses

\_\_\_ 36 Total Course Credits required (maximum of 18 can be applied from MA studies)

## **TIMELINE:**

### **Year One**

- 1) Accumulate the necessary hours of coursework to meet the Graduate School's pre-qualifying exam residency requirement. This requirement is usually an MA degree plus 18-hours of graduate level credit hours.
- 2) Take HIS 606 (unless you have done so as a UK MA student).
- 3) Fulfill the HIS 750 requirement (if offered—this can also wait until Year 2).
- 4) Take at least one 700-level research seminar (HIS 701, 705, or 722).
- 5) Discuss with your advisor what other courses might be best-suited for preparing for qualifying exams and specialized training.
- 6) Foreign language requirement (if not previously fulfilled as an MA student):
  - a) if you need to satisfy only the minimum requirement, review the options listed in the Graduate Handbook on how to do this;
  - b) if your advisor requires additional language training, consult with your advisor on how this should be done.
- 7) By the end of the second semester, form a Ph.D. advisory committee that includes your advisor, at least two other History faculty members, and one non-History faculty member. This committee must be approved by the Graduate School and the DGS. Forming the committee requires submission of an online request to the Graduate School.
- 8) Students who have earned the M.A. degree at the University of Kentucky should also complete the qualifying exam contract with the advisory committee by the end of the second semester.

### **Year Two**

- 1) Complete the qualifying exam contract with members of the advisory committee (if not completed in Year 1).
- 2) Continue specialized coursework and, if necessary, language training.
- 3) Begin discussing with your advisor possible dissertation topics.
- 4) Begin preparing for your qualifying exams.
- 5) Schedule qualifying exams for April or August. This requires completing an online request with the Graduate School, which will authorize scheduling the exams only with DGS approval.

### **Year Three**

- 1) Take qualifying exams (unless you have done this in year two).

- 2) In consultation with your advisor, draft the dissertation prospectus, circulate this to your committee members, and then defend the prospectus. Aim to defend it within 60 days of passing the qualifying exams.
- 3) Apply for internal and external grants and fellowships.
- 4) Commence dissertation research.

#### **Year Four**

- 1) Continue dissertation research and start writing. Meet with your advisor to determine when the advisor should begin reviewing drafted chapters.
- 2) Talk with your advisor about presenting portions of your research at conferences.
- 3) Explore opportunities for internships and other experiences to help diversify your CV and prepare you for entering the job market.
- 4) Consider applying to teach a summer school class or possibly a special topics course pertaining to your research specialization. These opportunities are contingent upon the department's instructional needs.

#### **Year Five**

- 1) Write, revise, and finish the dissertation!
- 2) Consult with your advisor about when the other members of the advisory committee should review and critique the dissertation.
- 3) Work with the departmental manager to schedule the dissertation defense.
- 4) Consult with the departmental manager about deadlines for filing the application to graduate.
- 5) Continue to build up your CV with internships and other experiences, as well as with conference presentations and publications.
- 6) Begin applying for post-PhD employment (be sure to have a consultation with the department's placement coordinator).