

## **PH.D. PROGRAM IN HOLOCAUST HISTORY AND GENOCIDE STUDIES (HH/GS) TRACK**

The goal of the Ph.D. track in Holocaust history is to offer students a range of courses covering a spectrum of topics pertaining to the history of the Holocaust, to train them in the historiography of the Holocaust, and to teach them to do independent research. The goal of the Genocide Studies track is to offer students a range of courses covering a spectrum of topics pertaining to the study of genocide, to train them in the historiography of genocide studies and comparative genocide studies, and to teach them to do independent research.

### **1. Residence requirement**

HH/GS students have a two-year residency requirement, during which time they take a full complement of three courses per term. The HH/GS track does not offer a part-time study option or an M.A. degree.

### **2. First and Second Year Reviews**

Good communications at the right time and a sense of progress are crucial to success in graduate school. Our evaluation procedures are geared to that end. They are not simply needless hoops to jump through or mindless additional work. They provide necessary information to the faculty and graduate students, and they hone essential skills.

#### ***First-year review:***

In addition to receiving grades, at the end of the first year, each student will meet during the exam period of the spring term with his or her advisor and the HH/GS graduate studies director (who serves as the advisor to all first-year students), to review his/her progress. (Please remember that it is the student's responsibility to secure the agreement of a Center faculty member to serve as his/her dissertation director by the end of the first year.) This is a friendly meeting, allowing the student to sum up the year's experience, progress, and aspirations, and the faculty to advise and help evaluate.

In preparation for this end-of-year review, the HH/GS graduate studies director solicits evaluations from all the professors with whom the students have studied. The HH/GS graduate studies director then writes a redacted evaluation which is shared with the student's advisor. The student then meets with the HH/GS graduate studies director and the student's advisor to discuss the year-end assessment. A satisfactory annual review is required for the student to proceed.

#### ***Second-year review:***

This process is repeated after the second year. Each student's advisor will solicit the evaluations and follow the process for his/her advisee(s), with the HH/GS graduate studies

director. Again, a satisfactory annual review is required for the student to proceed. *It is the student's responsibility to schedule all of these meetings.*

### **3. Two years of course work**

#### **a. *The norm***

The aim of course work is to expose students to a variety of historical fields, to hone their analytical skills both for reading and for research through intense scrutiny of vast amounts of text, and to provide a foundation for the students' fields. The aim is not to complete the reading required for exams. It is expected that students will do a substantial amount of that reading on their own or in study groups organized among themselves.

Students must take 12 courses at the graduate level to qualify for the Ph.D. At least nine of these should be in the History Department. At least two must be from one department outside the History Department at the graduate level and approved, in the case of first-year HH/GS students, by the history department graduate director and the HH/GS graduate studies director; second-year HH/GS students must obtain the approval of their individual advisor and the history department graduate director. At least four of these should be research seminars or directed research. (The preparation of a dissertation prospectus is considered directed research.) Each of the four units must result in its own substantial written work of professional quality. Holocaust History students are required to take two courses in genocide studies. Genocide Studies students are required to take two courses in Holocaust history. Completion of these courses will satisfy the HH/GS track extraordinary fourth field in Comparative Genocide and Holocaust History, respectively.

The HH/GS normal course load is three courses per term, one of which is a research course. HH/GS students who serve as TAs do not carry a reduced course load; they continue to take three courses per term. Students may petition for a heavier load under exceptional circumstances.

#### **b. *Advanced credit***

The HH/GS track does not give credit for an M.A. earned elsewhere.

#### **c. *Grades***

Instructors have the option of giving letter or pass-fail grades. Only courses in which the student receives a B or better or a pass (assuming at least a B performance) may count for graduate credit.

#### **4. Language requirements**

Language competency is key to successful independent research in Holocaust history and genocide studies. HH/GS students are required to demonstrate competency in two languages (other than English) that are relevant to the study of Holocaust history or, alternatively, genocide studies. This competency is demonstrated in a written translation exam administered by the Center's manager of educational programs. The exams are evaluated by a professor of the language on which the student is tested. Students are expected to demonstrate competency in one language at the end of their first year of study, or prior to the start of the second year at the latest. They are expected to demonstrate competency in the second language at the end of the second year of study, or prior to the start of the third year at the latest. In unusual circumstances, a grace period may be allowed during which a student may continue in the program in good standing. Students must petition for a grace period and the consequent deadline extension. (See memo on language requirements policies for more detail.)

***All language requirements must be satisfied before the preliminary oral examination is scheduled.***

#### **5. Experience in teaching**

There is no teaching requirement in the HH/GS track.

#### **6. Fields and Field Exams**

The function of fields and field exams is to prepare the student to teach in those fields, to participate intelligently in the ongoing discussions of the field, and to give a broad background for research; its function is not the impossible task of giving the student total knowledge.

Each student is responsible for preparing for oral examination in three fields. Holocaust History/Genocide Studies students are required to demonstrate competency in four fields. Holocaust history track students fulfill the fourth field in Comparative Genocide by taking (and earning a grade of B+ or higher) two courses in Genocide Studies. Genocide Studies track students fulfill the fourth field in Holocaust History by taking (and earning a grade of B+ or higher) two courses in Holocaust History.

#### **Holocaust History track fields are:**

- Modern European History
- History of the Holocaust

- A field specifically designed around the candidate's research interests and tailored to his/her dissertation proposal
- Comparative Genocide: This field is fulfilled by taking two courses in Genocide Studies.

**Genocide Studies track fields are:**

- Genocide Studies
- The history of the region relevant to the student's dissertation project
- A field specifically designed around the candidate's research interests and tailored to his/her dissertation proposal
- Holocaust History: This field is fulfilled by taking two courses in Holocaust History.

**Field exams:** a field exam aims to ascertain whether students have achieved a grasp of the field as a whole and have begun to develop their own sense of interpretation of it-- their capacity to integrate material and develop a coherent sense of the field--as well as understanding the relevant historians' interpretations. Students should be able to answer exam questions with some detailed examples of events, patterns, or circumstances to bolster their case and an explanation of the arguments other historians have brought to bear on the issue.

All field exams are oral examinations of one hour per field, and students are examined in the three fields at the same time (one 3-hour block). Students must sit this examination no later than the last day of classes of their third year in the program.

*Students are responsible for arranging their examination panel* (see memo on procedures related to oral examinations). The student should work closely with the examiners in preparing for the exam, particularly in the preparation of reading lists.

**7. Dissertation**

***a. Prospectus***

Students normally prepare the prospectus in an individual directed research course with her/his advisor. The expected length of an HH/GS dissertation prospectus is twelve to fifteen pages, and it should be written so as to serve as a basis for grant applications. The prospectus should set out the aim of the dissertation, the questions it raises, how other historians have treated the subject and what the dissertation will add to that discussion, preliminary hypotheses, and the method and types of sources to be used.

After completion of the dissertation prospectus, normally in the first semester of the third year, each student will have a one-hour dissertation prospectus defense colloquium to which all faculty and graduate students are invited. This defense follows passing all three sections of the field exam. The advisor, who has supervised the prospectus directed research, and the two other dissertation committee members must attend. (See the road map from orals committee to dissertation committee, and the memo on procedure for dissertation proposal defense.) It is the student's responsibility to arrange a time convenient to all committee members. Copies of the prospectus must be made available in the history department and at the Center in the week before the colloquium. At the colloquium, the student will give a brief synopsis of the subject and approach and then open the floor for questions.

#### ***b. Dissertation***

The completed dissertation should be a book-length typescript fitting, in format, the University guidelines (for binding, etc.). After the student has submitted the completed dissertation to his/ her committee and they have evaluated it, the student will have a meeting of approximately one hour to defend the dissertation and discuss the committee's comments.

#### ***c. Financing dissertation research***

HH/GS students are guaranteed a package of support for the whole of the five-year program on condition that they progress satisfactorily each year. This condition applies during the first three years while students work toward ABD (all but dissertation) status, and it continues to apply while students research and write their dissertations. During the spring term reading period of Year 3, students must give their advisors a Progress Report form. Students who, in their advisor's best professional opinion, have made satisfactory progress will continue to receive support in the G-4 year. This process will be repeated during the spring term reading period of the G-4 year for support in the G-5 year.

Students are encouraged to apply as well for extra-university fellowships whenever possible, particularly for dissertation research. To that end, students are asked to meet with the university's research office and with the Center's manager of educational programs.

#### ***D. Formatting and formal submission***

See University guidelines in the booklet entitled, "Format Regulations for Theses, Dissertations, and Research Papers at Clark University," available in the Graduate School Office.

## **HOLOCAUST HISTORY/GENOCIDE STUDIES TRACK TIME TABLE**

### **Year 1**

- Students are required to take a total of six courses; three courses each semester.
- Students are required to demonstrate competency in one research-appropriate language (other than English) by the end of the year, and at the latest prior to the start of Year 2.
- It is the student's responsibility to secure the agreement of a Center faculty member to serve as her/his dissertation director by the last day of classes of Year 1. Students are required to have written a short (3-4pp.) cogent, "proto" dissertation proposal by the end of the first year. This typically is used as the basis for discussion between student and desired advisor to determine the potential for a constructive, long-term mentoring relationship.
- Students will participate in an annual review of their progress at the end of the first year of study. The HH/GS graduate studies director (who serves as the advisor to all first-year students) solicits evaluations from all the professors with whom the students have studied. The HH/GS graduate studies director writes a redacted evaluation which is shared with the student's dissertation advisor. The student then meets with the HH/GS graduate director and the student's advisor to discuss her/his experience, progress, and aspirations, and to review the year-end assessment. This meeting occurs during the exam period, and it is the student's responsibility to schedule it at a time convenient to the HH/GS graduate studies director and his/ her advisor. A satisfactory annual review is required for the student to proceed.

### **Year 2**

- Students are required to take a total of six courses. Note that the preparation of the dissertation prospectus is considered directed research and, as such, qualifies as a course.
- Students are required to demonstrate competency in a second research-appropriate language (other than English) by the end of Year 2, and at the latest prior to the start of Year 3.
- Students are required to have written a preliminary dissertation proposal by the last day of classes of Year 2. This is done in consultation with the advisor, and the final product must be approved by the advisor.
- Students are required to secure their oral comprehensive examination panel by the

last day of classes of Year 2.

- Students participate in an annual review of their progress. This meeting occurs during the exam period, it is the student's responsibility to schedule it at a time convenient to his/her advisor. Each student's advisor will solicit the evaluations and follow the process for his/her advisee(s). Again, a satisfactory annual review is required for the student to proceed.

### **Year 3**

- Students in the HH/GS track are required to have taken - and passed - their field exams by the middle, and at the latest by the last day of classes, of their third year. It is anticipated that, in addition to two years of course work, students will need the first semester of the third year to prepare for them properly.
- Holocaust history track students will be required to demonstrate competency in four fields. These fields are:
  - Modern European History
  - History of the Holocaust
  - A field specifically designed around the candidate's research interests and tailored to his/her dissertation proposal
  - Comparative Genocide: This field is fulfilled by taking (and earning a grade of B+ or higher) two courses in Genocide Studies.
- Genocide Studies track students will be required to demonstrate competency in four fields. These fields are:
  - Genocide Studies
  - The history of the region relevant to the student's dissertation project
    - A field specifically designed around the candidate's research interests and tailored to his/her dissertation proposal
    - Holocaust History: This field is fulfilled by taking (and earning a grade of B+ or higher) two courses in Holocaust History.
- Dissertation proposals (12-15 pp) are due by the middle of Year 3. It is the student's responsibility to schedule the dissertation proposal defense. Students may not defend their proposals until after they have passed their oral comprehensive exams, and they are required to defend their proposal successfully by the last day of classes in the spring term. Please remember that one's dissertation committee is not necessarily identical to one's oral comprehensive exams committee. It is the

student's responsibility to attend to this.

- Students begin their doctoral research in the second semester of Year 3. It is anticipated that HH/GS candidates will do most of their field work abroad. Students must give their advisors a Progress Report form to sign during the spring term reading period.

#### **Year 4**

- It is anticipated that this entire year will be devoted to dissertation research.
- Students must give their advisors a Progress Report form to sign during the spring term reading period.

#### **Year 5**

- It is anticipated that it will take an entire year for the dissertation to be written. It is the responsibility of the student to develop a production schedule with her/his advisor, and to submit chapters to the other committee members according to their wishes.
- *Please note:* if the student wishes to receive the Ph.D. at the May Commencement, the schedule must be developed with that date in mind. The revised dissertation and background forms must be deposited with the Graduate School Office and the History Office by the deadline issued by the Graduate School, usually by April 1. Students therefore would need to get the whole of their dissertation to their committee members a minimum of six weeks prior to the Graduate School deadline. This would allow members sufficient time to read the manuscript, and provide the student with an opportunity to revise the dissertation accordingly, and schedule (and pass) the defense.