

Strassler Center for Holocaust and Genocide Studies
Ph.D. Program

ROAD MAP, YEARS 1 to 5

Year 1

1. Graduate Handbook: Students must familiarize themselves with the History Department Handbook for Graduate Students (<https://www2.clarku.edu/departments/history/documents/history-graduate-handbook-clark-university.pdf>) as well as the Graduate School's Graduate Student Handbook (<http://www.clarku.edu/graduate/current/handbook.pdf>).
2. Course Requirements: Students are required to take six courses; three each semester. (Consult the History Department Handbook for Graduate Students for details on the required courses. Directed Studies with non-Clark faculty must be pre-approved by the Center Director before contacting the respective faculty.) Please note: Directed Studies information is due to the Administrative Assistant 10/1 for Spring Semester and 3/1 for Fall Semester.
3. Language Requirement: Students must demonstrate competency in one research-appropriate language (other than English for native English speakers). Students will pass Language 1 by the last day of classes in Year 1 and pass Language 2 by the last day of classes in Year 2. Competency is demonstrated in a written translation examination. The exams are typically evaluated by a professor of the language on which the student is tested.
4. Dissertation Advisor: Students are required to secure the agreement of a Center faculty member to serve as his/her dissertation advisor in the week following spring break. Please give a copy of the form to the Administrative Assistant.
5. "Proto" Dissertation Proposals: Students are required to write a short (3-4 pp.), cogent, "proto" dissertation proposal by the last day of classes of the first year. The Director of Graduate Studies (DGS) and your dissertation advisor must approve it.
6. Quarterly Reports: Students must provide Quarterly Reports on their research and professionally appropriate activities throughout the year and submit them on September 5, December 5, March 5, and May 5.
7. Annual Review: Students will participate in an annual review of their progress at the end of the first year of study. The review is conducted by the Director of Graduate Studies

(DGS) and the (proposed) dissertation advisor. The student meets in person or virtually with the both to discuss experiences, progress, challenges, and aspirations, and to review the proto dissertation proposal. It is the student's responsibility to schedule it at a time convenient for the Director and the dissertation advisor, typically between the last day of classes and commencement. A satisfactory annual review, approved by DGS and dissertation advisor, is required for the student to proceed in the program.

8. Doctoral Dissertation Research: Students should start developing their research plan with their doctoral supervisor during the fall term, and they must submit the mutually agreed plan by the last week of classes.
9. Research Bursary: Students must spend their entire research bursary by 31 August. Reimbursement requests must follow Center guidelines.
10. Professionally Appropriate Work: Students are required to carry out assigned "professionally appropriate work": serving library attendant duties, and other assignments beginning in their second semester.

Year 2

1. Course requirements: Students are required to take six courses; three each semester. (Consult the History Department Handbook for Graduate Students for details on the required courses. Directed Studies with non-Clark faculty must be pre-approved by the Center Director before contacting the respective faculty.) Please note Directed Studies information is due to the Administrative Assistant 10/1 for Spring Semester and 3/1 for Fall Semester.
2. Second Language: Students whose native language is English are required to demonstrate competency in a second research-appropriate language by the end of the year, and at the latest the last day of classes of Year 2. No later than at the end of the fall term, the student meets with the Executive Director to schedule the language exam.
3. Preliminary Dissertation Proposal: Students are required to have written a preliminary dissertation proposal (6-plus pages) by the last week of classes of the second year. This is done in consultation with the advisor, and the advisor must approve the final product.
4. Dissertation Committee: Students need to secure a dissertation committee, typically by the end of their second year. They discuss the possible panel with their dissertation advisor and ask the Center Director for approval *before* contacting the desired committee members. *After* approval of the panel by the Director, the student must secure written consent to serve from each member of his/her committee. Please inform the Program

Manager and the Administrative Assistant of your committee members, as files need to be updated.

5. Oral Examination Panel: Students are required to secure their oral comprehensive examination panel by the last day of classes of the second year. In the same way as with the dissertation committee, this must be worked out first with the student's advisor and then be approved by the Center Director. *After approval* by the Center Director, students must secure written consent to serve from each member of the oral examination panel. The oral examinations committee does not need to be identical with the dissertation committee. (The dissertation advisor serves on both committees.) Please inform the Program Manager and the Administrative Assistant of your committee members so files need to be updated.
6. Each student is responsible to prepare for oral examination in three fields.
 - a. Holocaust history track fields: Modern European history, history of the Holocaust, and a field specifically designed around research interests and the dissertation proposal.
 - b. Genocide Studies track fields: Genocide studies, history of the region relevant to the student's dissertation project, and a field specifically designed around research interests and the dissertation proposal.
7. Reading Lists: Students begin to prepare reading lists for each field for the oral examination a full year before the exam (first term of Year 2). Each field list comprises at least fifty books or seminal articles. It is strongly recommended to consult with the dissertation director before preparing the reading lists.
8. Professionally Appropriate Work: Students are required to carry out assigned "professionally appropriate work": serving as Teachers in Training, library attendant duties, and other assignments.
9. Quarterly Reports: Students are required to provide quarterly reports on their research and professional and scholarly activities throughout the year and submit them on September 5, December 5, March 5, and May 5.
10. Annual Review: Students will participate in an annual review of their progress *unless waived by the Center Director*. Procedure as in Year 1.
11. Research Bursary: Students must spend their entire research bursary by 31 August. Reimbursement requests must follow Center guidelines.

12. Doctoral Dissertation Research: Students are expected to conduct dissertation research during the summer following Year 2.
13. Progress Report: Students must give their advisors a Progress Report form to sign during the spring term reading period.

Year 3

1. By the start of the third year: Students need to have passed one or two language competency exams (non-native English speakers need only pass one language competency exam), completed 12 courses, and written a satisfactory preliminary dissertation proposal. They may not schedule their oral examinations and the prospectus defense until these requirements have been fulfilled.
2. Oral Examinations: Students most likely will need the first semester of the third year to prepare for the oral (comprehensive) examination. Typically, students schedule and pass their field oral exams by the *middle* of Year 3. They *have* to pass the oral exam and the prospectus defense by the last day of classes of their third year. There will be a one-hour oral examination per field, and students are examined in the three fields at the same time (one three-hour block). For the definition of the three fields, see under Year 2.
3. Prospectus Defense: Students will have a two-hour dissertation prospectus defense colloquium to which Center faculty and graduate students are invited. The advisor and the two other dissertation committee members must attend in person. It is the student's responsibility to schedule the dissertation prospectus defense and to arrange a time convenient to all committee members. Students may not defend their proposals until *after* they have passed their language competency and oral comprehensive exams, and they are required to defend their proposal successfully by the last day of classes in Year 3.
4. The Dissertation Proposal (15-20 pp.) is due three weeks ahead of the scheduled prospectus defense. An electronic copy must be sent to the Center and the History Department administrative assistants.
5. Doctoral Research: Students begin full-time doctoral dissertation research at the conclusion of the semester in which they earn ABD status.
6. Applications for Research Funding: Students are encouraged to apply for external fellowships whenever possible, particularly for dissertation research. An external award not only financially supports the research but adds to your portfolio and will increase your chances on the job market. The Executive Director of the Center advises students

about fellowship opportunities beginning in year 1 but students are encouraged to schedule one-on-one meetings at the start of Year 3, and as appropriate thereafter.

7. Professionally Appropriate Work: Students who have passed their oral exams and defended their proposals successfully by the start of the second semester of Year 3 are no longer required to engage in Center-related professionally appropriate work obligations. They will begin their doctoral research, and it is anticipated that HH/GS candidates will do most of their fieldwork abroad. Students who sit their exams and defense during spring term will continue to carry Center-related professionally appropriate work assignments until the end of the semester.
8. Quarterly Reports: Students provide Quarterly Reports on their research and professional and scholarly activities though out the year (September 5, December 5, March 5, and May 5.)
9. Research Bursary: Students must spend their entire research bursary by 31 August of the third year. Reimbursement requests must follow Center guidelines.
10. Progress Report: Students must give their advisors a Progress Report form to sign during the spring term reading period.

Year 4

1. Doctoral Research: It is anticipated that this entire year will be devoted to dissertation research.
2. Applications for Research Funding: Students are encouraged to apply for external fellowships. They should consult with the Executive Director of the Center at the start of Year 4, and as appropriate thereafter.
3. Quarterly Reports: Students must provide quarterly reports on their research and professional and scholarly activities throughout the year (September 5, December 5, March 5, and May 5.)
4. Research Bursary: Students must spend their entire research bursary by 31 August of the fourth year. Reimbursement requests must follow Center guidelines.
5. Good Standing: Students must remain in good standing to proceed to Year 5. Students must give their advisors a Progress Report form to sign during the spring term reading period. Remember that maintaining communication with your advisor according to a

schedule set up with him/her (for instance by submitting reports on a regular basis) is required to stay in good standing.

6. Non-resident status is for students who have completed all of their required course work but must still fulfill a graduation-related requirement (e.g., dissertation). They must register each semester as a non-resident student and students who fail to register will be withdrawn from the University and must request to be readmitted with the permission of their department head and the Dean of Graduate Studies. All full-time non-resident students may defer federal loans and must carry health insurance that meets Massachusetts state law requirements. Note that part-time non-resident students are not eligible for loan deferments. Students are encouraged to hold non-resident status for no more than three years (Years 4, 5, and 6).

Year 5

1. Dissertation Writing: It is anticipated that it will take an entire year for the dissertation to be written. It is the student's responsibility to develop a production schedule with her/his advisor and to submit chapters to the other committee members according to their wishes.
2. Good Standing: Students must remain in good standing to remain in the program. Students must give their advisors a Progress Report form to sign during the spring term reading period. Remember that maintaining communication with your advisor according to a schedule set up with him/her (for instance by submitting reports on a regular basis) is required to stay in good standing.
3. Dissertation Submission Timeline: The timeline for the formal submission of the dissertation and the graduation is determined by the Graduate School. Check early with the Graduate School for possible changes of all deadlines and plan ahead and carefully in conjunction with your dissertation advisor.
4. As members of the dissertation committee require sufficient time to read the manuscript and provide the student with an opportunity to revise the dissertation accordingly, students must submit the entire dissertation to their committee members at least ten weeks prior to the Graduate School deadline.
5. The Completed Dissertation: The completed dissertation should be a book-length typescript formatted according to the University Guidelines for binding, etc. (<http://www.clarku.edu/graduate/current/formatguides/dissertation-format-guide.pdf>). 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 90 minutes to defend the dissertation and discuss the committee's comments.

6. Quarterly Reports: Students must provide quarterly reports on their research and professionally appropriate activities throughout the year (September 5, December 5, March 5, and May 5).
7. Research Bursary: Students must spend their entire research bursary by 31 August of the fifth year. Reimbursement requests must follow Center guidelines. (Please see clarification memo.) Please note that both fellowship and research bursary support ceases at the conclusion of the semester during which the student earns her/his degree. (For Center purposes: as we run a five-year program, the second semester ends on 31 August.)

Year 6 and Beyond

1. Duration of Program: It is expected that it will take students five full years to complete the Ph.D. program, and it is anticipated that students will defend their dissertations in September of Year 6. Students who wish to be awarded their degree at the October board meeting must submit their entire dissertation to their committee at least ten weeks prior to the defense date – i.e., in July for a September defense. Students are strongly encouraged to finish by the end of Year 6 at the latest. They must complete the requirements within 7 years of active enrollment. Approved leaves of absence do not count against the time limit, but time spent in nonresident status does.
2. Extension: Students who will not finish the degree requirements within the time allotted may request an extension of time to complete those requirements. Such requests normally will be for no more than one academic year. Petitions should include a timeline for completion of the degree requirements and must be approved by both the thesis/dissertation advisor (if relevant) and the department before submission to the Dean of Research and Graduate Studies (or the Dean of SOM, SPS, or Director of IDCE) for final approval. Typically, only one extension of time will be granted. In extenuating circumstances where a second extension may be required the petition will be reviewed by a faculty committee.
3. Good Standing: Students must remain in good standing to stay in the program. Remember that maintaining communication with your advisor according to a schedule set up with him/her (for instance by submitting reports on a regular basis) is required to stay in good standing.
4. Satisfactory Progress: Students who require more than three non-resident years must request additional time and, if granted, pay a yearly fee, and they must show significant progress on their dissertation by submitting two satisfactory chapters each year to their dissertation advisor. Students who do not submit two satisfactory chapters in a year will be withdrawn from the University.

Strassler Center for Holocaust and Genocide Studies