### Timeline for Ph.D. Program

Based on a five-year plan (U.S. or Lat. Am, Border, World/Transnational)

#### First Year

- Take standard classes, especially the required ones. Think about how the papers you write can fulfill the Portfolio expectations.
- Declare Fields: Borderlands, U.S. or Lat. Am, AND World/Comparative/Transnational
- Use Program of Study (POS) for timely completion of program & staying organized.
- Submit Degree Plan to Graduate School at end of second semester (this is very important).
- Submit rollover or transfer credits to Ph.D. Program Director in the fall semester.
- During second semester, submit the proposal for your 3rd field to the GPC, after approval from the chair of your 3rd field.
- Think about a dissertation chair, based on your interests and possible dissertation topics.
- Submit annual activity report by January 15 to Ph.D. Program Director.

#### Second Year

- Complete all coursework. Make sure that you have taken required courses (Lit & Methods, Seminars, History Teaching and Learning)
- Finalize Portfolio field committees. You need 1 person per field. Talk with all of your field committee members about work you must complete for the Portfolio. Obtain written instructions for revisions and new papers. Dedicate the summer to Portfolio.
- If you complete your coursework, sign up for 6300’s for Portfolio work.
- Submit annual activity report by January 15 to Ph.D. Program Director.
- Confirm your dissertation chair and finalize dissertation committee.

#### Third Year

- Beginning in the summer after your second year, and through your third year, you will focus exclusively on your portfolio. During this time you will finalize all materials in the portfolio. You will also defend it. You will write, propose, and defend your dissertation prospectus. These two defenses must be scheduled within two weeks of each other. Upon completion of both, you will be ABD.
- Your portfolio is divided into three fields. You will include materials as noted in the Ph.D. Program Guidelines & Policies.
- Submit annual activity report by January 15 to Ph.D. Program Director.
- Apply to conferences and for research grants.
- You must defend your Portfolio and move to Candidacy within one year of completing your coursework.

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### Borderlands

- 1 professor from caucus
- Annotated bibliography
- Research paper(s)
- Historiography paper(s)
- Possible synthetic essay(s)
- Additional materials

### United States or Latin America

- 1 professor from caucus
- Annotated bibliography
- Research paper(s)
- Historiography paper(s)
- Possible synthetic essay(s)
- Additional materials

### World/Transnationalism

- 1 professor from caucus
- Annotated bibliography
- Research paper(s)
- Historiography paper(s)
- Possible synthetic essay(s)
- Additional materials

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- In addition to the materials submitted for each field, you must include the following materials into your general portfolio.
  - Table of contents, C.V., list of courses completed (instructor, semester, title, CRN, etc)
  - Copies of annual activities reports for each year the student has been in the program
  - Professional Essay and Teaching Philosophy
  - Teaching materials
  - Paper presented (or to be presented) at a conference
  - Publications & grant proposal
  - Dissertation Proposal (See below)
Dissertation Prospectus/Proposal

• The Proposal is submitted as part of the Portfolio. The Proposal must be defended in an “oral defense” within two weeks of the defense of your field materials. The Proposal should be 12-15 pages long, and follow Chicago Manual of Style format.
  -- Introduce the topic and offer original thesis/argument
  -- Present the relevant historiography
  -- Describe research methods and theoretical framework
  -- Describe the primary sources
  -- Outline the dissertation
  -- Present a timeline for completion of work
  -- End with a bibliography of pertinent works

• The Portfolio Defense
  - Portfolio Fields: Discussion between the candidate and the professors overseeing each field. Defense will cover material from coursework and revised or new work. Will also cover the professional statement, teaching material, conference papers, grant proposals, etc.
  - Dissertation Proposal (within two weeks of Portfolio field defense)
  - Fill out all proper paperwork: Application to Advance to Candidacy, Degree Plan, etc.
  - See the Graduate School Website for a list of all forms

Fourth Year

• Most of your time will be spent conducting research and possibly writing.
• Ideally, you will have conducted some primary source research on your dissertation while doing research papers during coursework. One paper might be the basis for a chapter, for instance. This will prepare you for dissertation research after you have successfully completed and defended your full portfolio (diss proposal included).
• Submit papers to conferences, seek external funding for dissertation research, and later, for dissertation writing fellowships.
• Talk with the Ph.D. Program Director about seeking a 5th year of funding from the College of Liberal Arts.
• During the summer between your 4th and 5th year you should begin the job search, and submit applications in the fall.

Fifth Year

• Ideally, begin job search process.
• Most of this year is spent writing the dissertation
• Meet with your dissertation chair on a regular basis.
• Stay focused on your timeline and work schedule.
• Defend your dissertation in March or early April so that you have time to incorporate committee comments.
• Check with the Graduate School to confirm that you meet all deadlines and file all paperwork.