

**REQUIRED STEPS for the PhD PROGRAM—** When each student completes the requirements listed below will vary from student to student.

YEARS	1	2	3	4	5	5+	
<b>ACADEMIC</b>	Coursework						
			<b>COMP EXAMS</b> Public History Exam: Oral Exam & Portfolio  History Exam: Set up committee, establish reading lists; study; take written and oral exams				
				Dissertation Proposal Set up committee; write proposal; defend proposal, submit IRB if necessary*		Dissertation Completion Defend dissertation, format, submit to Graduate School	
					*CITI course completion required for IRB application		
	Dissertation Research & Writing						
<b>GRADUATE ASSISTANTSHIP</b>	<b>LUC FUNDING</b>	Teaching Assistant—Discussion Section Leader			Teacher of Record both semesters		TA both semesters
TAs: end-of-semester evaluations; TORs: work with faculty teaching mentor							
Draft teaching statement			If necessary, apply for 5+ year funding				
<b>ADDITIONAL PROFESSIONAL DEVELOPMENT</b>	Put together Individual Development Plan, update every semester, review in advising meetings with GPD						
	Attendance at professional development workshops, seminars, and events offered by the Grad School, University Libraries, Career Center, Hist. Dept., and other university departments and centers as needed/desired.						
	HIST 410: Professional Lives of Historians			Teaching Effectiveness Seminar (TES)			
<b>OTHER REQUIREMENTS</b>	Take RCRS course (in-person) & CITI course (online)						
	Update GSPS.LUC.EDU every semester (internships, publications, presentations, honors, external \$\$...)						
	Complete research tool requirement						
	Choose dissertation adviser, in consultation with GPD						
	<b>Acclimation</b>		<b>Building &amp; Sustaining Momentum</b>		<b>Completion</b>		
<b>FACULTY, DEPT, &amp; UNIVERSITY INTERVENTIONS</b>	Twice-yearly advising meetings with Graduate Program Director (GPD) or Public History Director, with IDP review						
	Professional development workshops, seminars, & events offered by the Grad School, Univ. Libraries, Career Center, Hist. Dept., & other university depts. & centers.						
	<b>ORIENTATIONS</b>	<ul style="list-style-type: none"> <li>Grad School: Grad Assistants</li> </ul>		Hist Dept: Dissertation Process Meeting		Grad School: Dissertation Formatting Workshop	
		<ul style="list-style-type: none"> <li>Grad School: New Students</li> </ul>		PhD students read Single's <i>Demystifying the Dissertation</i> (copies in CC 558)		Hist Dept: How to Transition Out of Grad School	
		<ul style="list-style-type: none"> <li>Hist Dept: Teaching Assistant Workshop</li> </ul>		Grad School: Dissertation Boot Camps			
		<ul style="list-style-type: none"> <li>Hist Dept: History Grad Students: "Welcome to Your Program" &amp; "Making the Most out of Grad School"</li> </ul>		Hist Dept: Writing & Project Boot Camps			
	Hist Dept: Advisers submit dissertation progress reports for each of their advisees to the GPD at the end of each semester						