

History handbook

A Quick Reference Guide to the Department of History,
Program in History of Science, Center for Collaborative History,
and Shelby Cullom Davis Center for Historical Studies

September 2016



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Table of Acronyms

AI	Assistants in Instruction
CCH	Center for Collaborative History
CPS	Counseling and Psychological Services
DAPF	Departmental Academic Planning Form
DC	Shelby Cullom Davis Center for Historical Studies
DGS	Director of Graduate Studies
DOF	Dean of the Faculty
DS	Dossier Service
FPOE	Final Public Oral Examination
GHA	Graduate History Association
GPC	Graduate Programs Committee
HOS	History of Science
HSS	History of Science Society
INC	Incomplete
JARS	Joint Advanced Research Seminars
JP	Junior Paper
ODOC	Office of the Dean of the College
ORPA	Office of Research and Project Administration
PDAR	Princeton Distress Awareness and Response
RCR	Responsible Conduct in Research
SAFE	Student Activities Funding Engine
UCRHSS	University Committee on Research for the Humanities and Social Sciences
VSRC	Visiting Student Research Collaborators

I. ADMINISTRATION/DEPARTMENT

A. Introduction of Staff and Key Personnel Resources

The staff are responsible for providing a full range of services to the department and to the program in History of Science, in addition to as-needed support to the Center for Collaborative History, the Shelby Cullom Davis Center for Historical Studies, and the Papers of Thomas Jefferson.

The **Department Manager**, [Judith Hanson](#), works closely with the Chair of the Department on all matters related to the faculty: faculty searches, reappointments, promotions, leave arrangements, regular summer salary arrangements and special allocations (e.g., course development grants), and any special needs that arise. The manager is responsible for the department's overall budget, its FTE budget, and precept planning. Other duties include: office assignment/reassignment matters, post-Ph.D. visitor appointments, quota increase requests, questions about department policies and exceptions to policies. The department manager is the designated hiring manager for the Department, the Davis Center, and the Jefferson Papers and is responsible for all Labor Accounting entries for the Department and its affiliates.

The **Business Manager**, [Debora Macy](#), reviews all financial transactions for the department and reconciles expenses on a monthly basis. She is the go-to person for questions related to reimbursements for conference travel, research travel, the reconciliation of [UCRHSS](#) (University Committee on Research for the Humanities and Social Sciences), and questions related to reconciliations within Concur. She handles Time Collection for undergraduate students, graduate students, and casual hourly employees. Faculty who wish to hire student assistants need to consult with the Business Manager before the students start work to confirm the availability of funds, the eligibility of the student to be employed, and other matters related to their employment.

(**Note:** Time Collection for the Center for Collaborative History and Davis Center is the responsibility of the respective managers.)

The **Undergraduate Program Administrator**, [Etta Recke](#), oversees the many details of the [Undergraduate Program](#) in support of undergraduate courses, with special attention to the needs of the undergraduate majors. She works closely with the Departmental Representative and Associate Chair on a variety of issues and helps resolve individual concerns as they arise. See her first for any questions you may have regarding that program.

The [Graduate Office](#) is staffed by the **Graduate Program Administrator**, [Kristy Novak](#), and the **Graduate Program Assistant and Assistant for the [Program in History of Science](#)**, [Jackie Wasneski](#). Their responsibilities range from admissions and dossier processing to the Final Public Oral Examination ([FPOE](#)), from graduate hosting to colloquia and workshops.

Technical Support is provided by the **Manager of Information Technology**, [Carla Zimowsk](#), and the **Technical Specialist**, [Max Siles](#). The IT Staff provides a broad array of services that are summarized in the [IT Service Catalog](#). They also have overarching responsibility for the department's website, intranet, and data security.

General Support Services: Research Assistant, [Brooke Fitzgerald](#), can assist with a wide variety of research projects, such as scanning images, documents and slides, image editing, locating research materials, surveying and gathering material from primary sources and microfilm, editing book and article drafts, preparing course materials, creating, managing, and manipulating research databases, updating faculty website profiles, creating PowerPoint presentations, and French translations. **Office Assistant**, [Pamela Long](#), coordinates book orders and desk copy acquisitions, submits online course reserve requests, works with faculty on course packets, handles mail and shipping needs, and provides staff support for searches. Our **Front Desk** position is currently vacant. The Front Desk position supports the Undergraduate Program and provides a variety of general services in support of both faculty and staff.

Our **Grants Manager**, [Bobbie Zlotnik](#), works for the Office of Research and Project Administration (ORPA), and helps nine departments, including History, with the submission and administration of research grants. If a faculty member or graduate student plans to submit a grant proposal that would be administered by the university, and/or requires institutional review, approval, or signature, their first point of contact should be Bobbie. Also reach out to her if you have non-funded situations that require institutional endorsement. To help unearth funding opportunities (both institutional and individual), Princeton subscribes to a search engine called [Pivot](#). Anyone with a Princeton login can create a profile and search for a variety of funding opportunities.

We have two major affiliated centers: [the Center for Collaborative History](#) (CCH) and the Shelby Cullom Davis Center for Historical Studies (DC). The **Manager of CCH** is [Jennifer Loessy](#), and the Director is [Michael Laffan](#). The manager of CCH also oversees the Global History Lab. [The Shelby Cullom Davis Center for Historical Studies](#) is currently directed by [Angela Creager](#), and managed by [Jennifer Goldman](#).

The [Papers of Thomas Jefferson](#) prepares the authoritative edition of the correspondence and papers of Thomas Jefferson. Neither an archive of original manuscript materials nor a collection of digital facsimile images, the Jefferson Papers is a collaborative publishing hub providing quality, contextualized Jefferson source material for posterity. The current editor is James P. McClure.

The **Librarians for History**, [Steven Knowlton](#) and [Alain St. Pierre](#), are available to assist you with any library needs. For example, if you need help finding research materials, understanding how to use online databases or printed indexes, or navigating BorrowDirect and ArticleExpress; want to schedule a library research session for your class; or request that the library purchase materials, please contact Steve or Alain. Their offices are on the first floor of Firestone Library.

Steven covers United States history and African American Studies. Alain covers world history and history of science.

B. Introduction of Officers

The **Chair of the Department** is the chief executive officer. The Chair is also responsible for oversight in general (of faculty, graduate students, undergraduate students, and staff) and reports confidentially every year to the President of the University on the state of the Department. The Chair reports to the Dean of the Faculty and/or the Committee of Three on faculty matters, including appointments, reappointments, preceptorships, tenure recommendations, promotions, and University prizes. The Chair maintains an on-going dialog with the Dean of the Faculty on retentions, assignment of named chairs, and on sensitive matters related to faculty performance. The Chair makes salary recommendations to the Committee of Three. Within the Department, the Chair makes all committee appointments. [William Chester Jordan](#) is the Chair of the Department of History during the 2016-17 academic year.

The **Associate Chair** is delegated the responsibility of overseeing undergraduate and graduate curricular offerings, balancing these offerings in various ways, and being attentive to shifts in enrollments and number of majors. The Point System falls under the administration of the Associate Chair. The Associate Chair also deals with requests for cross listing of courses. With regard to faculty appointments, the Associate Chair is the Affirmative Action officer. The Associate Chair position is held by [Molly Greene](#), who is on leave for the 2016-17 academic year. In her absence, [Janet Y. Chen](#) is the Acting Associate Chair.

The **Executive Director of the Shelby Cullom Davis Center**, [Angela N.H. Creager](#), chairs the Center's Executive Committee. Together they select each in-coming class of Fellows. The Executive Director arranges the speakers and schedule of the Friday morning seminars and related conferences, colloquia, and workshops. The Executive Director also arranges the Works-in-Progress series, which, typically if not exclusively, showcases the work of faculty recently returned from leave. The annual Lawrence Stone Lecturers are chosen jointly by the Executive Director (with the advice of the Executive Committee) and the Editor-in-Chief of Princeton University Press. With the help of the faculty assistant, the Executive Secretary, the Executive Director sees to the publications of collected papers.

The **Director of Graduate Studies** (DGS) supervises all aspects of the graduate program, including admission, affirmative action, advancement, and training for professional development, but by long tradition the Director of Graduate Studies for the Program in History of Science oversees the admission and advancement of students in the History of Science Program. The latter also has oversight of those graduate students not fully in the program who are nonetheless working to obtain a certificate. [John Haldon](#) is the DGS for the Department of History, and [Michael Gordin](#) is the DGS for the Program in History of Science.

The **Graduate Financial and Placement Officer** is the member of the faculty who responds to extraordinary funding requests for graduate students' research and related expenses. This Officer also oversees placement, making sure that placement dossiers are complete in a timely fashion and that they otherwise meet the standards the Department

expects. [Kevin Kruse](#) is the Graduate Financial and Placement Officer during the 2016-17 academic year.

The **Departmental Representative** has direct interaction with the undergraduate population, making sure that majors fulfill all requirements, working with them to find appropriate junior paper seminars (first semester), individual junior paper advisers (second semester) and senior thesis advisers. (There is a special contact, the History of Science, Concentrators' Adviser, for those students who wish to pursue study in this field.) Undergraduate student difficulties fall in general under the purview of the Departmental Representative. The Departmental Representative ("Dep Rep"), along with a new Extramural Study Overseer (though not formally an Officer), are the go-to persons for study abroad. For the 2016-17 academic year, [Jacob Dlamini](#) is the Departmental Representative.

C. Office/Department Basics

Access to Dickinson

Dickinson Hall is normally unlocked by 7:00am and locked by 7:00pm. Faculty and preceptors are given keys to Dickinson Hall. Graduate students who wish to have a key should see Kristy Novak.

If you need to access Dickinson but do not have a key, please call Public Safety at (609) 258-1000.

Classrooms

Scheduling 207, 210, 211, and 230 Dickinson:

- For undergraduate classes/precepts: Etta Recke
- For graduate seminars: Kristy Novak or Jackie Wasneski
- For special activities: Jennifer Loessy

If it is urgent and no one identified above is available, contact Judith Hanson. Once classes have been scheduled each semester, rooms are available for other activities. Any staff member can view room availability. However, for special events/activities, it is best to check with Jennifer Loessy to confirm availability and bookings.

Copying and Scanning

Do it yourself: The department has two photocopiers in G-07 Dickinson. Every faculty member has a copy code (usually the last four-digits of their SSN) that can be used for research copying and links to the individual's research fund. The same code can be used for scanning. Scanned materials, for which there is no charge, can be sent directly to your e-mail, which is pre-entered into the copiers for each faculty member.

(NOTE: The University will be replacing all photocopiers this fall. New directions will be sent out after this takes place. Color copying will be an option on the new equipment.)

Requesting assistance with copying and scanning:

If you want assistance with copying or scanning, whether research or instructional, there are bins on the counter just inside 127 Dickinson. Fill out the appropriate form(s) and provide the requested information. A minimum of 24 hours notice is required for all requests.

Faxing

The department has a fax machine in 127 Dickinson. The fax machine operates as a university phone, so in order to dial outside the university you must dial a “9” then “1” and the area code and number. When faxing something internally in the university, you simply have to dial an “8” then the last four digits of the number. The fax machine is self-service, but you are always welcome to ask for assistance.

[**Note:** If you do not wait for the “send” confirmation, please leave the documents at the machine so that a staff member can make additional attempts on your behalf, should it not go through on the initial attempt. A copy of the “send” confirmation as well as your document is then returned to your mailbox in the Faculty Lounge, 136 Dickinson.]

Hiring Student Workers/Assistants

Before you hire a student worker (either graduate or undergraduate), please consult with Debora Macy. She confirms whether the student has the necessary paperwork on file to be employable. The two of you should also come to an agreement in advance about the appropriate pay rate and how and when hours are to be submitted. She also assists you in determining the appropriate pay rate and providing time collection instructions for the student.

Mailing and Shipping

All incoming mail and courier shipments are sorted into the mailboxes located in 136 Dickinson (Faculty Lounge) and 105 Dickinson (Graduate Student Lounge). Items too large for the mailboxes are left in the cabinets below and a notice placed in the recipient’s mailbox.

Outgoing mail that is to be sent via US mail can be placed in the canvas bin labeled “**Mail to be Metered**” underneath the faculty mailboxes in 136 Dickinson. Please make sure your name is part of the return address in the event we have questions about the mailing. Either Pamela Long or the front desk staff member can assist you with any question or with obtaining a customs form if mailing abroad.

Anything meant for another location on campus goes in the bin labeled “**Campus Mail.**” Stamped personal mail can be left in the “**Stamped Mail**” tray.

For special shipping needs, we use UPS and/or FedEx. If you wish to have something sent by courier, please take it directly to a staff member (front desk staff or Pamela Long). Please provide a complete (legible) mailing address—no PO boxes—and the recipient’s phone number. Let the staff member know if the shipment is time sensitive.

(NOTE: We can only process professional mail/materials using University systems.)

Mobile Devices

Faculty must have the approval of the Chair to use research funds for the acquisition of mobile phones, iPads, or notebooks.

D. Reimbursements

For more information, please follow the links below:

[Business Expense Policy](#)

[Travel Policy](#)

[Reimbursement Policy](#)

[Allowable Credit Card Expenses](#)

Travel - Conferences

1. “Learned Society Conference”: List this in the “Business Purpose” box in Concur. You must turn in the Program cover/title page showing the name, dates, and location of the conference, as well as a copy of the page that you are listed on as a participant. This should be the most expensive conference that you participate in, when adding up all transportation and three nights lodging, only. These are the expenses funded by the DOF’s office. The meals and registration are funded by the Department.
2. “Department funded Scholarly Conference”: List this in the “Business Purpose” box in Concur. Tenured faculty are covered for \$1,000, with the balance being charged to their research account; junior faculty expenses are covered at 100%.
3. Any additional conferences that you attend, beyond the two funded ones, should state “Attend Scholarly Conference” in the “Business Purpose” box in Concur. This will indicate that it is to be charged to your research account.

Other Expenses

- All expenses must list a Business Purpose in Concur. More detail is required for some expenses than others. For example, a group meal requires that you list in the “Business Purpose” box of Concur the main reason/topic for meeting over a meal; it cannot just say “Research.”
- Your University credit card *cannot* be used to pay for Permissions, Translations, Indexing, or Proofreading. Any type of service like this must be processed for payment by setting up the Vendor in the accounts payable system, which will require that they fill out paperwork to establish them as a vendor. To check whether an expense can be charged to the University credit card, go to [Princeton Travel & Expense: Expense Type Listing](#), and then click on “Expense Types by Card and Account Code.”

E. Research Funds

Every faculty member is provided with a research fund that is replenished in accordance with established guidelines. The policies governing the appropriate uses of these funds can be found via the links provided in the Reimbursement section above.

The funds are directed to each faculty member's person-specific program ID code, which makes it possible for faculty members to track their fund balances. Below are directions for tracking your available research funds.

Finding your funding balance(s) and expense details:

- Log into Prime: <http://prime.princeton.edu/>
- Select:
 - *Reporting (Sign in) → Financial Management → Fin012-Spendable*
 - *Balance by Program*
- Set your search parameters by selecting:
 - *Fiscal Year 20XX, where, for example, "Fiscal Year 2017" refers to the fiscal year ending June 30, 2017.*
- Select accounting period (usually current month).
- In Program Manager area, enter %YourLastName (e.g., %Hanson) and hit "Enter."
- Highlight your name and select "Insert" to move it to the right column.
- Select the "Run" button on the lower left.
- This displays a report that shows your current funding balance(s). If you want to review your expense details, click on the figure in the Expense column. This gives your year-to-date expense detail.

University Committee on Research in the Humanities and Social Sciences (UCR Grants)

Full time, non-visiting, professors, associate professors, assistant professors, emeritus faculty, instructors, senior lecturers, lecturers and members of the Society of Fellows are eligible to apply for these grants, even when on leave. Please check this link (<http://www.princeton.edu/dof/policies/publ/fac/UCRHSS/>) for the details on UCRHSS grants, including application deadlines, which occur twice a year for requests in excess of \$700. Please note that applications for under \$700 can be submitted at any time, while those over \$700 must be filed by the published deadlines.

F. Supplies (for Faculty and Staff Only)

Stationery

Open supplies are available in 127 Dickinson. Any staff member in the main suite can help you find what you need. (Note: There are different letterheads and envelopes for History and for History of Science. Please check to make sure you have the right ones.) Other available items include manila envelopes, padded and plain, in a variety of sizes.

Toner for desktop printers

Every office should have a spare toner cartridge on hand. When you change your printer cartridge, please write your name on the cartridge box, place the used cartridge inside the box, and bring it to Debora Macy (130 Dickinson). She then orders you a new printer cartridge as a spare.

Plain paper for daily printing

All plain paper in letter, legal, and tabloid sizes is available in the photocopying room (G-07 Dickinson). Faculty and staff may retrieve paper as needed.

Miscellaneous supplies

File folders, Post-its, binder clips, paper clips, ink pens, felt tips, and other office items are available in Debora Macy's office (130 Dickinson).

II. UNDERGRADUATE STUDIES

See [Etta Recke](mailto:etta@princeton.edu) for all questions regarding the [Undergraduate Program](#) (etta@princeton.edu; 8-6725; 128 Dickinson). Detailed information about the Department of History's undergraduate program can be found at <http://history.princeton.edu/academics/undergraduate>.

A. Advising

HIS 400 faculty advise the **juniors** in their seminar sections. Spring junior paper advising assignments are finalized by the Departmental Representative before the spring term begins.

Seniors are given a list of available senior thesis advisers in May of their junior year. Students are encouraged to seek an advising commitment from one of the available advisers. Those who do not confirm an adviser on their own are assigned one by the Departmental Representative in the fall of their senior year. Course advising questions can be addressed to Etta or the Departmental Representative.

History requirements for Majors can be viewed at <http://history.princeton.edu/academics/undergraduate/current-majors>.

Junior and senior advisers are considered the academic adviser. Academic advisers meet individually with students during enrollment periods to review their progress in completing History degree requirements. You can access a student's Departmental Academic Planning Form (DAPF) by logging into PeopleSoft. Specific instructions are provided by Etta.

B. Comprehensive Examinations

The Chair assigns faculty to write the examinations taken by seniors at the end of the spring term. Most faculty are involved in grading comprehensive exams.

C. Courses

Faculty of new and established [courses](#) are contacted to complete or review a worksheet the term before their course is scheduled to be offered. Please mention any cross-listing requests at that time. Scheduling, enrollment caps, student special permissions, course promotion, media needs, precepts, and classroom assignments are managed by Etta Recke. Questions regarding course book orders and packets should be addressed to Pamela Long.

Course Development:

There are some funds available for new undergraduate course development or for the significant redesign of an existing course. One source is the Lapidus Fund, a restricted fund that is to be used "to provide for the development of innovative undergraduate courses in American History based on primary source materials." For situations that do not meet the Lapidus criteria, the department has set aside some unrestricted funds to

support these efforts. Interested faculty can submit a proposal to the Chair that includes a statement describing the new course or the course redesign project, along with a budget that covers anticipated expenses, such as materials to be purchased, student assistants, etc.

Course Enhancement / Field Trips:

Faculty who wish to organize a field trip as a component of the undergraduate course they are teaching can apply to the Chair for support. The most common requests received in recent years have been visits to relevant museum exhibitions and guided/directed tours of particular neighborhoods or venues in different cities. The request should include a projected budget: transportation, entrance fees, meals, fees for guides, etc. Helpful guidance for budgeting can be found at the “Estimating an Event Budget” section of the CCH.

D. Departmental Representative

For the 2016-17 academic year, Professor Jacob Dlamini (jdlamini@princeton.edu; 8-3394; 102 Dickinson) is charged with administering the undergraduate program, both on a day-to-day and programmatic level. Faculty concerns about individual students should be addressed directly to him. Undergraduates pursuing the HOS track must meet with the HOS Concentrators’ Adviser, Katja Guenther, at least once per semester.

E. Examinations

Scheduled exams are assigned day/time/room by the Registrar’s Office. You should receive a detailed email directly from the Registrar. Special attention should be paid to information regarding rescheduled exams. The earliest a take-home examination can be distributed, in-person or on [Blackboard](#), is the start of the final exam period.

F. Grading

History’s Grading Practices can be viewed at: <http://history.princeton.edu/academics/undergraduate/courses/grading-practices>. Faculty receive an email directly from the [Registrar’s Office](#) regarding the electronic submission of grades along with the submission deadline for their course.

G. Junior Papers

Both fall and spring junior papers are submitted electronically. Faculty receive instructions from Etta Recke on junior paper submission deadlines for students and the deadlines for faculty comments and grades.

H. Thesis

The senior thesis is the capstone to a student’s experience as a History concentrator. The thesis project is the result of what is ideally a yearlong endeavor on the part of the student, who works in close and regular contact with their adviser. The Department establishes a calendar of suggested deadline dates for the thesis process. Seniors can apply for thesis research funding from History in spring of their junior year and fall of their senior year.

Students apply using the SAFE (Student Activities Funding Engine) portal. This site also allows them to apply to ODOC (Office of the Dean of the College) and other funders. Faculty are provided detailed information about the reading and grading of theses and awarding of prizes.

III. GRADUATE STUDIES

A. Admissions/Recruitment

1. History

Applications to the graduate program in History are accepted each fall; the application deadline is December 1. The Graduate Programs Committee (GPC) conducts an initial review of all applications and advances approximately 50% of the applications to expert fields. Each field reviews all advanced candidates and provides a ranked list of candidates they wish to admit to the GPC. The GPC and DGS review all ranked candidates and present to the full History faculty a list of candidates for admission. The DGS recommends the admission of approved candidates to the Graduate School, and admission offers are made by mid-February.

2. History of Science

Applications to the graduate program in History of Science are accepted each fall; the application deadline is December 15. The entire Executive Committee of the Program review the applications and meet to determine a ranked list of candidates recommended for admission. The DGS presents that list to the full History faculty and recommends the admissions of approved candidates to the Graduate School. Admission offers are made by mid-February.

3. Hosting Visit

All admitted students are invited to campus in the spring for a recruitment visit. During the Hosting Visit, prospective students meet with faculty, attend classes, socialize with enrolled students, and tour the campus. Please visit the [HERO](#) faculty resources site for more information on Hosting Visit processes.

B. Advising

Graduate students are advised by the History or History of Science DGS during the first two years of their enrollment. During this time they also normally work with the faculty member who the student expects will serve as their dissertation adviser, either through coursework or for independent research. Students are expected to approach faculty to formally request that they agree to act as their adviser.

In the fall of the third year, each student formally submits their prospectus for approval by December 1. Once the [prospectus](#) has been approved, a dissertation adviser is officially

assigned. Students should contact the DGS if they need to change advisers or have any advising concerns.

Faculty should notify the DGS and/or the Graduate Program Administrator if they have any concerns about a graduate student. Resources for recognizing students in distress are available through [Princeton Distress Awareness and Response](#) (PDAR) training, [Counseling and Psychological Services](#) (CPS), and the [Graduate School](#). The [Office of Disability Services](#) offers a range of support services to students.

C. Courses

Graduate courses are managed by the Graduate Program Administrator. Worksheets for new or existing graduate seminars are reviewed in September for the spring semester and in January for the fall semester. Faculty may decide whether to accept auditors into their courses and should indicate on their course worksheet if auditors are not permitted. If a faculty member agrees to conduct a [reading course](#), the student is responsible for submitting the required paperwork to the Graduate Administrator before the start of the term.

D. Course Enhancement / Field Trips

Faculty who wish to organize a field trip as a component of the graduate course they are teaching can apply to the Chair for support. Examples of requests in recent years have been visits to relevant museum exhibitions and guided/directed tours of particular neighborhoods or venues in different cities. The request should include a projected budget: transportation, entrance fees, meals, fees for guides, etc. Helpful guidance for budgeting can be found at the “Estimating an Event Budget” section of the CCH.

E. Directors of Graduate Studies

Professor John Haldon (jhaldon@princeton.edu; 8-9456) is the DGS for the Department of History. Professor Michael Gordin (mgordin@princeton.edu; 8-8095) is the DGS for the Program in History of Science (HOS). Notify the DGS and/or the Graduate Program Administrator of any concerns regarding graduate students.

F. Dossier Service

The History Department offers the Dossier Service (DS) to support faculty letter writers and encourage a robust reference letter practice for placement of our students and alumni upon graduation. Please visit [HERO](#) for information and usage guidelines.

G. Final Public Oral Examination/Dissertation Defense

Upon approaching this milestone in the final years of the graduate study, degree candidates work in concert with their adviser and the Graduate Program Assistant to create and propose an exam committee for approval by the DGS. The Graduate Program Assistant works with the student and committee to establish a timeline with due dates that meet requirements established by departmental policy, the Graduate School, and Mudd

Library. Please visit [HERO](#) for more information about the Final Public Oral Examination (FPOE) process.

H. Funding

The History Department offers funding to History and HOS graduate students. Each student has a \$3000 Scholarly Travel Fund, which is intended to support travel to relevant scholarly conferences, workshops, and job interviews. Proposals are reviewed on a rolling basis and there is no limit to the number of times a student may apply.

Each student may also apply to the department for funds to support language training, pre-dissertation research, and dissertation research. Students may only submit one proposal for each category of funding. Proposals are accepted twice per year; the submission deadlines are February 15 and August 15. More detailed information on departmental funding is available on the [Archimedes](#) graduate student resources site.

I. General Examinations

General Examinations will be held the week after spring term classes end, which will be May 8-12 (written) and May 15-19 (orals), 2017. All History and HOS Graduate students normally sit for the General Examination in May of their second year, though some students postpone their generals to the fall of their third year for a variety of reasons. Students must have the approval of the DGS to postpone generals.

Students are not permitted to sit for their exams unless they have met the pre-generals requirements: successful completion of nine graded graduate seminars and two certified research papers and fulfillment of the language requirement. Students prepare for one major field and two minor fields; it is possible for fields to be split between two faculty. The examinations include a five-day written exam and a two-hour oral exam. See the [Program Guidelines](#) for more information. Past exams are archived on [Archimedes](#).

J. Grading & Evaluations

Grades must be entered by the relevant deadline. A grade of incomplete (INC) should be awarded only in exceptional circumstances, when there are compelling reasons discussed in advance between the instructor and the student. In all cases where an INC is awarded, the instructor must set a new deadline and communicate the extended deadline to the Graduate Program Administrator. In accordance with the [Policy on Incomplete Coursework](#), if a student has not turned in the final paper or work for a course within one year after the beginning of the course, the grade in the course will be recorded by the Graduate School as "F."

[Evaluation forms](#) are required in addition to any comments the instructor provides on students' written work. These evaluations provide timely feedback on graduate student performance and give faculty the opportunity to note areas in which a student needs to improve.

Second-year students who are taking generals are permitted an automatic extension of three weeks for spring coursework.

K. Graduate History Association

The [Graduate History Association](#) (GHA) is a committee that represents the interests of all graduate students in the department and acts as liaison between students, the department, and the Graduate School. Elections are held annually in the fall. The GHA maintains a listserv called Pythia, which is used to distribute non-academic announcements and messages. Faculty may send messages to the GHA president with a request that they be forwarded to Pythia.

L. Guidelines

The graduate [Program Guidelines](#) explain all policies and procedures relevant to the Ph.D. programs in History and History of Science. The HOS [Program of Study](#) contains additional information specifically pertaining to the History of Science program.

M. International Students

International students are supported by the [Davis International Center](#). Students may visit during walk-in hours or make an appointment in advance with the adviser assigned to the History Department.

N. Language Exams

Language examinations will be offered October 17-21 and February 20-24. The Graduate Program Administrator recruits faculty to set the exams each semester; it is expected that all faculty who are qualified to offer exams in a particular language do so on a regular rotation to ensure a balanced distribution of work. See the [Program Guidelines](#) for more information about the language requirement.

O. Library

[Steven Knowlton](#) and [Alain St. Pierre](#) are the History Librarians.

There are 80 carrels in the History graduate study room. These are assigned to students in the first, second, and third years. If additional carrels are available they are assigned to students in higher years by a lottery process. The Graduate Administrator handles the assignment of library carrels.

Graduate students may use the printers in Firestone Library. To request an increase to the print quota, students should email helpdesk@princeton.edu.

P. Lounge

All graduate students and Visiting Student Research Collaborators (VSRCs) have a mailbox in the graduate student lounge, 105 Dickinson Hall. Envelopes for campus mail are located in the top drawer on the left; to send campus mail, deposit the envelope in the appropriate bin in the faculty lounge. Students are expected to clean up after themselves and to wash their own dishes.

Q. Nominations

Calls for nominations for honorific fellowships, the annual teaching award, the Fellowship of Woodrow Wilson Scholars, and various other fellowship opportunities are circulated via email by the Graduate Program Administrator. The DGSs oversee the separate nomination processes for competitive fellowships for History and HOS students.

R. Precepting

Graduate students are eligible to precept once they have successfully completed their general exams. Undergraduate lecture courses that have an enrollment of 18-26 students are eligible to have a preceptor. The number of precepting opportunities can vary significantly from year to year depending on the courses being offered.

Messages are sent to graduate students twice a year soliciting their interest in precepting. This happens in mid-October for spring semester courses and mid-March for fall semester courses. When the solicitation goes out for the fall, we also include a list of the lecture courses being offered for the following spring to allow students to make an informed decision about which semester might offer better opportunities for them, should they wish to teach in only one. Once all the responses have been received, they are recorded on a document that links student preferences to the courses being offered and organizes the information by cohort.

The actual assigning of precepts takes place after the undergraduate course selection process is complete (mid-December for spring courses, late April for rising sophomores, juniors, and seniors). It is done in consultation with the head of course who is given the names of those graduate students who have expressed interest in precepting for their course. The head of course makes recommendations based on the course needs as well as those of the graduate students. The next step is for the department manager to reach out to each graduate student regarding the proposed assignment. Once assignments are confirmed, the information is conveyed to the Undergraduate Administrator, Etta Recke, who contacts each preceptor regarding scheduling and other course matters, as well as to the Departmental Assistant, Pamela Long, who records office hours and distributes desk copies and packets.

Staffing projections for fall semester courses require that a “best guess” be made about possible freshmen enrollments, since they do not make their course selections until just before classes begin. Projections also take into consideration the fact that enrollment numbers at the very beginning of term are likely to shift, typically down, because of the two-week shopping period.

Some things to keep in mind:

- If a faculty member and graduate student have an understanding about a precepting commitment for a particular course, this information needs to be communicated to the department manager who maintains the master list of assignments.
- It is the department’s practice to limit precept assignments for graduate students in years 3, 4, and 5 to a maximum of two in any given semester.

- Graduate students are encouraged to consult with their adviser regarding the timing of their teaching plans.
- Students who have special grants need to consult with their funding source to determine whether precepting is even allowed while holding the grant.
- Depending on their field specialties, graduate students may find that there are courses of interest in other departments and should feel free to explore those possibilities. We have had numerous students teach outside the department. The Graduate School now hosts an “AI Position Posting” service where students can look for opportunities as well. <https://gsapps.princeton.edu/AIJobPosting/>
- First-time preceptors need to make sure that they will be able to attend the mandatory AI training that is offered prior to the commencement of classes each semester.
- Plans can change. Should a student wish to withdraw from consideration or be added to the list for consideration, s/he should contact the department manager.
- Anyone with questions is welcome to contact the Department Manager, Judith Hanson, at any time.

S. Professional Development

Graduate students interested in teaching should refer to the [Precepting](#) section for more information. Other professional development resources are explained on [Archimedes](#).

T. Prospectus Approval

Graduate students who pass the General Examination at the end of their second year must have a draft of their prospectus approved by their dissertation adviser and a prospective first reader by December 1 of the third year. Students who have postponed the General Examination will have an alternate prospectus approval deadline determined by the relevant DGS. Prospectus guidelines and the required form are on [Archimedes](#).

U. Reenrollment

Faculty participate in the annual graduate reenrollment process each spring. Advisers receive an automated email prompting them to complete reenrollment recommendations for their advisees in PeopleSoft. Advisers will also receive notifications for any changes in enrollment status, including absentia requests, leaves of absence, and enrollment termination. More information is provided by the Graduate School on [reenrollment](#) and [status changes](#).

V. Research Paper Certifications

Graduate students are required to complete two research papers, which must be certified by a faculty member in the department. The first-year paper must be certified by June 15 and the second-year paper by April 1. Certification guidelines and the required form are on [Archimedes](#).

W. Responsible Conduct in Research (RCR)

Princeton University requires all students to complete training in the responsible conduct of research. The History Department's RCR seminar is a two-day workshop held in the late spring after general examinations for students who have passed the exam. Eight faculty volunteers are needed annually to lead 1.5 hour sessions on various topics. More information is available on [Archimedes](#). The RCR is followed by the Prospectus Seminar, during which all students who have passed generals present a draft of their prospectus for comments. The RCR and Prospectus Seminar together make up HIS/HOS 503, a graduate course that appears on student transcripts.

X. Visiting Student Research Collaborators and Exchange Students

There are several categories of [Nondegree](#) graduate students, the most common of which is [VSRC](#) (Visiting Student Research Collaborators). Faculty who wish to invite visitors should contact the Graduate Program Administrator for guidance on the application timeline and process.

Y. Website Profiles

All graduate students are encouraged to create and maintain a profile on the departmental [website](#). To create or update a profile, students should email Kristy Novak with biographical text, a photograph (optional), and a CV (optional) for posting. Additionally, students are encouraged to consider [OpenScholar](#) as a resource tool for their professional presence online.

IV. PROGRAM IN HISTORY OF SCIENCE (HOS)

A. Program Seminar

Program Seminar serves to foster scholarly community among the faculty, students, and visiting fellows of the program, as well as other members of the university community. For information about attending the program seminar, subscribing to the HOS_Seminar listserv, or viewing the current schedule of Seminar topics and presentations, please visit the [Program Seminar](#) page of the department's website. HOS faculty seeking administrative support for the Program Seminar should consult [HERO](#).

B. Colloquia

The Program in HOS offers a series of lectures by outside scholars throughout the fall and spring semesters. To view upcoming colloquia, please visit the [Colloquia](#) page of the department's website. Colloquia are announced over the HOS_Seminar listserv and also

featured in the CCH weekly e-newsletter. HOS faculty seeking administrative support for colloquia should consult [HERO](#).

C. Annual Workshop

Every year, members of the Program faculty sponsor a theme-based workshop or series of workshops. These all-day events involve speakers from outside Princeton and normally take place on Friday and/or Saturday. They are open to participants in the university community and beyond. For information about this year's workshop, please visit the [Annual Workshop](#) page of the department's website. As the event approaches, it is announced over the HOS_Seminar listserv and highlighted in the CCH weekly newsletter. HOS Faculty seeking administrative support for the Annual Workshop should consult [HERO](#).

D. Graduate Certificate in HOS

The Graduate Certificate in History of Science is open to Princeton University graduate students not enrolled in the Program in History of Science. Please visit the [HOS Graduate Certificate](#) page of the department's website for information on curricular requirements and certificate recipients. HOS faculty seeking administrative support for the certificate process should consult [HERO](#).

E. Fall, Spring, and HSS (History of Science Society) Receptions

Receptions to foster connection among the local and global Princeton HOS community are held each semester and hosted by HOS faculty. Invitations are issued through the HOS_Seminar listserv. A Princeton reception is also offered at the History of Science Society's annual meeting, to which alumni are invited. HOS faculty seeking administrative support for these receptions should consult [HERO](#).

F. Additional Events

As the HOS program and community grow, there are many areas of intellectual and social expansion to consider. HOS faculty wishing to organize an event, no matter how small or large, should consult [HERO](#) for administrative support. Students who wish to collaborate on HOS events or workshops should route a funding request through the Center for Collaborative History using their [online form](#), or contact Jennifer Loessy.

V. CENTER FOR COLLABORATIVE HISTORY

A. Administration

The Center is under the direction of [Michael Laffan](#) and is managed by [Jennifer Loessy](#).

2016-17 Center for Collaborative History Committee Members:

- Michael Laffan, Director
- Angela Creager, ex officio
- Jacob Dlamini, ex officio
- John Haldon, ex officio
- William Chester Jordan, ex officio
- Yair Mintzker
- Anson Rabinbach

B. Mission

The Center for Collaborative History serves as the special activities funding arm for the Department of History, the Shelby Cullom Davis Center for Historical Studies, and the Program in History of Science. It oversees the department's many [working groups](#); supports faculty members who are working together on research projects, [conferences](#), [and symposia](#); provides a home for large collaborative research grants from external sources; and coordinates and monitors collaborative projects with other academic institutions, both domestic and international.

C. Funding Requests

[Requests for funding](#) are accepted from current faculty, graduate students, and undergraduate students (both in the Department of History and in other on-campus departments/programs). To be considered for funding, all requests must have a historical component to the programming, and no part of the event may be in direct competition with the Shelby Cullom Davis Center for Historical Studies' weekly seminar series (held on Friday mornings). Funding requests are considered on a case-by-case basis by the Center for Collaborative History's committee. All requests for funding should be submitted through the [Center's funding request form](https://history.princeton.edu/events-funding) (<https://history.princeton.edu/events-funding>).

Whenever possible, it is also recommended that you request funding from other departments or centers on campus. Other funding opportunities on campus include but are not limited to: [Council of the Humanities](#), [Department of African American Studies](#), [Department of Classics](#), [Department of English](#), [Graduate School](#) (for graduate student initiated events), [Office of the Provost](#) (for international exchanges), [Program in American Studies](#), [Program in Gender and Sexuality Studies](#), and [University Center for Human Values](#).

Those seeking funding from other sources on campus should focus on departments whose own missions are closely aligned with the subject of the event. Jennifer Loessy can assist you with compiling a list of potential funding sources for your event.

D. Scholarly Series

The Center supplies funding to a variety of cosponsored events, as well as regularly scheduled seminar series, workshops, and faculty initiatives and events. The Center oversees and assists in the coordination of the following scholarly series:

[American Political History Seminar Series](#)

(Organizers: [Kevin Kruse](#) and [Julian Zelizer](#))

[Colonial Americas Workshop](#)

(Organizer: [Wendy Warren](#))

[Committee for the Study of Books and Media](#)

(Organizers: [Madeline McMahon](#) and [Anthony Grafton](#))

[Early Modern History Workshop](#)

Organizers: [Florencia Pierri](#), [David Moak](#), and [Anthony Grafton](#))

[Eighteenth-Century Seminar Series](#)

(Organizers: [David Bell](#), [Linda Colley](#), and [Yair Mintzker](#))

[Late Antiquity, Medieval, and Byzantine Workshop](#)

(Organizer: [Walter Beers](#))

[Modern America Workshop](#)

(Organizers: [Julia Grummitt](#) and [David Walsh](#))

[Modern Europe Workshop](#)

(Organizers: [William Whitham](#), [David Bell](#), and [Yair Mintzker](#))

[Readings in Capitalism and History](#)

(Organizers: [Andrew Edwards](#) and [Sean Vanatta](#))

E. Other Services Offered

In addition to assisting in the coordination of regularly scheduled seminar series, workshops, and faculty initiatives, the Center also:

- Processes funding requests, including:
 - Communicating new requests to the committee, tracking approvals, and providing timely communication on the status of the request
 - Establishing new chartstrings for all new events
 - Transferring funds from the Center to other departments on campus
 - Coordinating monetary transfers from other cosponsoring departments into the center's accounts

- Tracking the use of all funds associated with a series or conference
- Returning any unused funds proportionally to all cosponsors after the completion of a conference or other one-time event
- Manages the funds (including external research grants) for collaborative projects and international scholarship exchanges, including:
 - Processing reimbursements and Concur expense reports
 - Paying student research assistants (via Time Collection)
 - Processing invoices and accounts payable
- Processes invoices, travel reimbursements, and honoraria for guest speakers
- Posts events on the department's website
- Reserves rooms in Dickinson Hall for special events
- Coordinates class field trips
- Assists in estimating event budgets
- Writes and disseminates the weekly electronic newsletter
- Designs posters for CCH events

F. Weekly Electronic Newsletter

In an effort to reduce the number of emails being sent to faculty and students, the Center distributes a weekly e-newsletter, which includes information on upcoming events, new faculty publications, important university dates, notices, and other on-campus events the Center is asked to advertise. To submit events or news or to be added to the mailing list, please email Jennifer Loessy at jloessy@princeton.edu.

G. Estimating an Event Budget

In order to determine how much funding is needed to host an event, a number of factors and components should be considered. For your planning purposes, below is a table of estimated expenses typically associated with hosting an event at Princeton. Jennifer Loessy can also create an estimated budget for you.

- \$85 - per person for dinner (with wine) at a local restaurant or Prospect House
- \$350 - catered lunch for 25 people
- \$200 - catered continental breakfast for 25 people
- \$200-\$600 - catering for a reception, depending on quantity and selections
- \$450 - round-trip domestic airline ticket
- \$800-\$1,100 - round-trip international airline ticket
- \$1,100+ - Rental of a charter bus for the day (for class trips)
- \$125 - car service (one-way from Philadelphia and Newark airports)
- \$250 - car service to or from New York City
- \$170 - per night for a hotel room at the Nassau Inn
- \$40 - taxi service to or from Trenton Transit Center
- \$20 - taxi service to or from Princeton Junction train station
- \$250 - Amtrak train ticket (round-trip) to/from Washington, D.C. or Boston
- \$32 - Round-trip NJTransit ticket to New York-Penn Station
- \$300-\$350 - Honorarium for a 4:30PM lecture
- \$150-\$300 - Honorarium for a 12:00PM lecture
- \$75 - poster printing (30 quantity)
- \$150 - program printing (60 quantity)

VI. GLOBAL HISTORY LAB

A. Administration and Core Faculty

Jeremy Adelman, Director
Jennifer Loessy, Manager

Core Faculty Members

- Jeremy Adelman
- Linda Colley
- Sheldon Garon
- Molly Greene
- Bernard Haykel
- Harold James
- Robert Karl
- Matthew Karp
- Stephen Kotkin
- Michael Laffan
- M'hamed Oualdi
- Gyan Prakash
- Cyrus Schayegh
- Teresa Shawcross

B. Mission

The Global History Lab, housed in the Department of History, is directed by Professor Jeremy Adelman, and is managed by the Center for Collaborative History's manager, Jennifer Loessy. The Lab provides a home for a diverse group of faculty and students working in the field of global history. These faculty members and students study the histories of Asia, Africa, Europe, and the Americas in international perspectives, and also explore the connections across and forces that divide regions from each other.

C. Programming

In addition to our individual research projects, we have an active program of courses, workshops, and conferences, including the Global History Workshop and events held in conjunction with our worldwide partnerships.

Global History Workshops are held in 210 Dickinson Hall at noon during the academic year. The workshops are open to the public. For a complete listing of upcoming workshop meeting dates, along with lecture titles, visit:

<https://history.princeton.edu/centers-programs/ghl/workshop>.

D. Teaching

The Global History Lab offers a sequence of courses for graduate and undergraduate students. In addition to a rich array of regional and thematic courses, each year the undergraduate gateway course “A History of the World since 1300” is taught. It is currently offered as an open-access learning platform.

At the graduate level, we offer a two-semester sequence of seminars. The first covers the period from 1300-1850 and the second from 1850 to the present.

E. Worldwide Partnerships

Princeton’s Global History faculty and students are also involved in several worldwide partnerships and networks. One of them is a partnership between colleagues at Princeton and counterparts at the Humboldt University in Berlin. Activities for this partnership began in the 2014-15 academic year.

A second major venture is the Global History Collaborative, a joint effort between historians at Princeton, the University of Tokyo, the École des Hautes Études en Sciences Sociales (Paris), and the Freie and Humboldt Universities in Berlin. This involves student exchanges, faculty visits, and annual summer Joint Advanced Research Seminars (JARS) for students and faculty rotating around all four locations. The first JARS took place in Tokyo in September 2015. Princeton University hosted a JARS in May 2016, and selected students and faculty will return to Tokyo in January 2017.

VII. SHELBY CULLOM DAVIS CENTER FOR HISTORICAL STUDIES

A. Administration

Angela N.H. Creager, Director
Jennifer Houle Goldman, Center Manager
Jack Tannous, Executive Secretary

B. History and Mission

The Davis Center for Historical Studies is named after Shelby Cullom Davis '30, who provided a generous gift to assure the continuance of excellence in scholarship and the teaching of history at Princeton University. Since its inception, the Davis Center's chief function has been to foster research on chosen themes through a weekly seminar, conferences, and workshops. Emphasis is placed on interdisciplinary approaches and subjects that span different geographical areas and periods.

As part of our mission to support innovation in historical research, the Davis Center welcomes applications for fellowships from scholars whose research engages broadly and imaginatively with the theme that the Center sets each year. Our aim is to bring five to six fellows per semester to the Center where they pursue their own scholarly projects and contribute to the intellectual community of the Center and the university.

The Davis Center's chief function has been to conduct the weekly seminar in which members of the faculty, visitors from other institutions, graduate students, and selected undergraduates participate. For a period of two years, the seminar directs its attention toward a single theme or aspect of history.

- **Emphasis on innovation:** Topics represent relatively new approaches to the study of history.
- **An interdisciplinary approach:** Emphasis is placed on interdisciplinary approaches and subjects that span different geographical areas or periods.
- **Ongoing events:** Conferences and workshops supplement the seminar series in advancing the exploration of the chosen theme.
- **Important publications:** Significant papers developed through these activities are published as thematic collections of essays.

During the academic years of 2016-17 and 2017-18, the Shelby Cullom Davis Center for Historical Studies will focus on the topic of ***Risk and Fortune***. Notions of risk have been important to human societies for centuries. Soothsaying, insurance, medical prognostication, financial investment, and gambling all contend with—or try to contain—possible losses. Conversely, good fortune has had its talismans and theorists throughout history. This two-year seminar will bring together scholars working on risk and

fortune in historical societies around the world in all time periods, on topics including (but not restricted to) economics, science, religion, industry, statistics, and agriculture.

C. Seminar Schedule

During the academic year, the Davis Center holds [weekly seminars](#) on Fridays at 10:15 a.m. in 211 Dickinson Hall, unless otherwise noted. For a complete listing of the Davis Center's upcoming seminars, visit <http://tinyurl.com/zndmxkb>.

D. Works in Progress Schedule

The Davis Center's [Works in Progress series](#) provides an informal forum for department faculty to present current research to the local history community for feedback and discussion. These talks take place in 211 Dickinson at 4:30 p.m. For a complete listing of the upcoming Works in Progress series, visit <http://tinyurl.com/zmn7qay>.

E. Davis Center Fellows for 2016-17

Year-Long Fellows

Shennette Garrett-Scott, University of Mississippi

“Invincible Daughters of Commerce: The Independent Order of St. Luke and Black Women in Finance, 1900-1940s”

Caley Horan, Massachusetts Institute of Technology

“Actuarial Age: Insurance and the Emergence of Neoliberalism in the Post-WWII United States”

Vanessa Ogle, University of Pennsylvania

“Archipelago Capitalism: The Shadow Political Economy, 1920s-1980s”

Carl Wennerlind, Columbia University

“Atlantis Restored: Political Economy during Sweden's Age of Greatness”

Fall 2016 Fellow

Giovanni Ceccarelli, Università di Parma

“Risk, Culture, and Business in Renaissance Florence”

Spring 2017 Fellows

Jacco Dieleman, University of California, Los Angeles

“Risk and Fortune in Ancient Textual Amulets”

Pablo Gómez Zuluaga, University of Wisconsin, Madison

“Risky Bodies: Quantification, Fungibility, and Slave Trade in the Seventeenth-Century Atlantic”

F. Stone Professors

The Davis Center established the Visiting Stone Professorship in 2001 to commemorate Lawrence Stone, the Center's founding director. Each year, the Center invites distinguished historians in different fields to visit the History Department for one to two week periods.

The Visiting Stone Professors deliver lectures on their ongoing research, meet with students, and discuss their experiences as historians with faculty and graduate students. This program offers unique opportunities for not only showcasing exemplary historical research but also for learning about and learning from the professional lives of extraordinarily accomplished historians.

The three lectures given by the Stone Professor serve as the foundation for a volume subsequently published by Princeton University Press. Lyndal Roper, the Regius Professor of History at the University of Oxford, will be delivering these lectures on April 25-27, 2017.

G. Stone/Davis Prize

To encourage sophisticated training and experience in historical research among History undergraduates, the Davis Center awards a limited number of Lawrence Stone and Shelby Cullom Davis prize fellowships to rising seniors for their senior thesis projects. To be considered, a student must have an excellent record in departmental work and must be nominated by a member of the department. The nomination letter should be accompanied by a detailed research plan written by the student. Special consideration is given to those whose work requires extensive use of archival sources distant from Princeton and from the student's home. Award recipients receive a cash grant of \$6,000. Students apply through the SAFE portal.

VIII: IT SERVICE CATALOG

Please consult the department [IT Service Catalog](#) to learn about the many IT services offered in the department as well as on campus. You may browse items via an alphabetical table of contents or from a matrix of common support needs as seen in the table below. The IT Service Catalog will also be available online under the [Resources](#) section of the department website.

Administrative Business	Teaching	Research
(University) Business Applications	Blackboard	Data/File Management Database Resources
Data Analytics-Surveys	Classroom Technology	Digital Humanities Consulting
Department Intranet-SharePoint	Classroom Audio/Video Capture	GIS/Mapping/Visualization
Equipment Purchases	Course Websites (outside of Blackboard)	High Performance Computing Resources
Funded Computers	Image/Video Repositories	Research Software & Licensing
Printing	Printing	Virtual Server Resources
Scanning	Scanning	Visitor Support
Visitor Support/New Hires	Google Drive/Docs/Sites	Application Development
Website - Department	Classroom Loaner Devices	Travel Loaner Devices

Communication Collaboration	Event Needs	General IT Support
Email	Audio/Video Capture	Accounts & Access/ Password Mgt
Calendaring	Video Conferencing Technology	Consultation Training/Outreach
Google Drive/Docs/Sites	Presentation Technology	Device Support Surplussing
Intranet-SharePoint	Printing Needs	IT Security/Policies
Phones	Websites	Technology/Research Lab
Website-Department	Visitor Support	Lost or Stolen Equipment

IX. CALENDARS

A. Key Dates - Undergraduate

Fall Semester

September 14	Fall term classes begin
September 14-17	Add/drop period
September 23	Thesis adviser assignments confirmed
September 30	Deadline for seniors to contact thesis advisers (Friday)
TBA	Senior thesis funding proposals due online (Class of 2017)
TBA	Recommenders evaluate proposals online
October 24-28	Midterm week (only 100/200 level courses submit grades)
December 7-16	Spring term course selection period
January 9-17	Reading period
January 10	JPs submitted electronically by 5 p.m. (Tuesday)
January 13	Seniors submit partial first draft to advisers (Friday)
January 17	Dean's Date
January 18-28	Exam period
January 28	Advisers return corrected thesis drafts (Saturday)

Spring Semester

February 6	SPRING term classes begin
February 6-17	Add/drop period
February 8	Spring JP assignments confirmed
February 20	Juniors must meet with adviser by this date (Monday)
March 13-17	Midterm week (only 100/200 level courses submit grades)
March 20	Completed first draft to thesis adviser (Monday)
March 31	Advisers return corrected drafts to seniors (Friday)
TBA	Senior thesis funding proposals due online (Class of 2018)
TBA	Recommenders evaluate proposals online
April 7	Juniors submit partial first draft to advisers (Friday)
April 10	Senior thesis due by 3 p.m. (Monday)
April 14	Corrected drafts returned to juniors (Friday)
April 24-28	Fall term course selection period (for Soph/Jr)
April 25	Thesis grades and comments due
April 28	Consulted thesis grades due
April 28	Thesis prize nominations due
May 8-16	Reading period
May 9	JPs submitted electronically by 5 p.m. (Tuesday)
May 16	Dean's Date
May 17-27	Exam period
May 23	Faculty grade comprehensive exams
May 24	Comprehensive grades due by noon
June 5	Class Day

B. Key Dates - Graduate

Fall Semester

September 7-10	International student orientation
September 8-9	AI training workshops
September 12	Graduate School orientation
September 13	History orientation lunch for new students
September 22	Fall graduate picnic
October 17-21	Fall language examinations
December 1	Prospectus approval forms due
December 1	History graduate application deadline
December 15	History of Science graduate application deadline
January 17	Fall term coursework due
January 27	Fall grades and evaluation forms due

Spring Semester

February 15	Summer graduate funding proposals due
February TBA	Admission decisions announced
February 20-24	Spring language examinations
March TBA	Hosting Visit
March 31	Second-year research paper certification forms due
April 1	Reenrollment begins
April 15	Enrollment decision deadline
May 8-12	Written general examinations
May 15-19	Oral general examinations
May 16	Spring term coursework due
May 26	Spring grades and evaluation forms due
May 31-June 1	Responsible Conduct in Research Seminar
June 5	Spring term coursework due for students taking generals

Summer

June 5-30	Prospectus Seminar
June 15	First-year research paper certification forms due
June 19	Spring term grades and evaluation forms due for generals students
August 15	Academic year graduate funding proposals due

C. University Academic Calendars

The university operates on the Cambridge academic calendar system, which includes a 13-week fall and spring semester, reading periods, exam periods, and break weeks. The calendars are set through the University's Registrar's Office. Visit the links below to view the official university academic calendars.

[Fall 2016 University Calendar](#)

[Spring 2017 University Calendar](#)

[2016-20 Academic Calendar Listing](#)

X. DIRECTORY

B. Officers and Committee Members: 2016-2017

Officers

Chair	William Chester Jordan
Associate Chair	Molly Greene
Acting Associate Chair	Janet Y. Chen
Director of Graduate Studies – History	John F. Haldon
Director of Graduate Studies – Program in History of Science	Michael D. Gordin
Graduate Financial Aid/Placement	Kevin M. Kruse
Departmental Representative	Jacob S. T. Dlamini
Extramural Study Officer	Matthew J. Karp
Search Officer	Janet Y. Chen
Director of the Shelby Cullom Davis Center	Angela N. H. Creager

Committees

Planning Committee

William Chester Jordan, ex officio, chair
Jeremy Adelman
Janet Y. Chen, ex officio
Angela N. H. Creager, ex officio
Michael D. Gordin, ex officio
John F. Haldon, ex officio
Alison Isenberg

Finance Committee

William Chester Jordan, ex officio, chair
Divya Cherian
Linda J. Colley
Angela N. H. Creager, ex officio
Jacob S. T. Dlamini, ex officio
Michael D. Gordin, ex officio
John F. Haldon, ex officio
Kevin M. Kruse, ex officio
Max D. Weiss

Undergraduate Program Committee

Jacob S. T. Dlamini, ex officio, chair
Janet Y. Chen, ex officio
Sheldon M. Garon
William Chester Jordan, ex officio
Jack Tannous

Externally Funded Visiting Researchers, Scholars, and Post-Docs Committee

David Cannadine, chair
Anthony T. Grafton
Erika Lorraine Milam

Graduate Admissions/Program Committee

John F. Haldon, ex officio, chair
He Bian
Jan T. Gross
Eleanor K. Hubbard
Matthew J. Karp
Beth Lew-Williams
Philip G. Nord
Ekaterina Pravilova
Sean Wilentz

History of Science Program Seminar

Erika Lorraine Milam (Fall 2016)
D. Graham Burnett (Spring 2017)

History of Science Colloquium

Angela N. H. Creager (Fall)
Keith A. Wailoo (Fall)
Katja Guenther (Spring)

History of Science Workshop
History of Science Undergraduate Adviser

Angela N. H. Creager
Katja Guenther

Davis Center Executive Committee

Angela N. H. Creager, Director
Jack Tannous, Executive Secretary
William Chester Jordan, ex officio
Jeremy Adelman (2019)
David A. Bell (2017)
Molly Greene (2017)
Regina Kunzel (2018)
Michael F. Laffan (2018)
Keith A. Wailoo (2018)

Center for Collaborative History

Michael F. Laffan, Director
Angela N. H. Creager, ex officio
Jacob S. T. Dlamini, ex officio
John F. Haldon, ex officio
William Chester Jordan, ex officio
Yair Mintzker
Anson Rabinbach

IT Advisory Committee

Max D. Weiss, chair
D. Graham Burnett
Marni Sandweiss
Consultant: Carla Zimowsk

Search Committees based in History

American Intellectual

Keith A. Wailoo, chair
Rosina A. Lozano
Anson Rabinbach

Modern Europe

David A. Bell, chair
Yair Mintzker
Jack Tannous

Search Committees based in other programs or departments

American Studies	Beth Lew-Williams, History representative
Caribbean (AAS/HIS)	TBD
Imperial China (EAS/HIS)	Vera S. Candiani, History representative

C. Advisory Council Members

Advisory Council Members: 2015-16

1. Professor Thomas Bender, emeritus
2. Albert J. Beveridge III ('57)
3. Jonathan T. Dawson ('66)
4. Professor Susanna Elm, University of California, Berkeley
5. Vanessa Friedman ('89)
6. Miles R. Gilburne ('72)
7. John Roderick Heller, III ('59)
8. Professor Carla Hesse (GS '86), University of California, Berkeley
9. John K. Hurley ('86)
10. Professor Dina Rizk Khoury, The George Washington University
11. Sidney Lapidus ('59)
12. (John) André LeDuc, Esq. ('75)
13. Professor Barbara D. Metcalf, emerita
14. Ronald K. Perkowski ('77)
15. Robert W. Ray ('82)
16. Professor Rebecca J. Scott (GS '82), University of Michigan
17. Richard W. Thaler, Jr. ('73)
18. Professor Richard White, Stanford University

D. Glossary of Services (A-Z)

A

[Admissions](#) & [reenrollment](#) of graduate students - Kristy Novak
Advisers, junior and senior - Etta Recke
Appointments for programs - Judith Hanson
Appointments with the chair - Judith Hanson
[Archimedes](#) - Kristy Novak and Jackie Wasneski

B

Bibliography, two-year – Brooke Fitzgerald
[Blackboard](#) & [TigerHub](#) (Undergraduate) - Etta Recke
[Blackboard](#) & [TigerHub](#) (Graduate) - Kristy Novak
Books, courses - Pamela Long
Building maintenance, repairs, and service needs – Front Desk
Business cards - Debora Macy

C

Calendar & posting of events to website - Jennifer Loessy
Cognate courses - Etta Recke
[Center for Collaborative History](#) - Jennifer Loessy
Comprehensive examinations, procuring questions - Front Desk
Competitive fellowship nominations - Kristy Novak
Conference funding for graduate students - Kristy Novak
[Concur](#) (faculty) – Debora Macy
[Concur](#) (graduate students) – Kristy Novak
Confidential matters relating to faculty - Judith Hanson
Coordination with other offices - Judith Hanson
Copy machine codes – Debora Macy
Course information, online - Etta Recke
Curricula vitae - Brooke Fitzgerald
[Classroom Technology](#) – IT Support Services

D

Data projection needs (Dickinson classrooms only) - Front Desk (NOTE: until filled, please see your supporting staff member)
[Davis Center, Shelby Cullom](#) - Jennifer Goldman
Deadlines for graduate students - Kristy Novak
Department Directory - Front Desk
Desk copies for all courses - Pamela Long
Digital history research needs - IT Support Services
[Dissertation defense paperwork](#) - Jackie Wasneski

E

Early arriving graduate students - Kristy Novak
Editing of text, articles, book chapter – Brooke Fitzgerald
E-mail quota increases - Judith Hanson
Emergency contact information - Judith Hanson

Employment verification - Debora Macy
Enrollment verification letters for graduate students - Kristy Novak
[Event planning support](#) – Jennifer Loessy
[Examination schedules](#) - Etta Recke
Exchange students, graduate - Kristy Novak

F

Faculty meetings, scheduling of regular and special - Judith Hanson
Faculty salary review documents (via SharePoint) - Brooke Fitzgerald
[Faxing](#) problems & questions – Front Desk
[Fellowship nominations](#), graduate - Kristy Novak
Firestone study room carrels - Kristy Novak
Fleet Fellows - Kristy Novak
French translations – Brooke Fitzgerald
[Funding for graduate students](#) - Kristy Novak

G

[General examinations](#) - Kristy Novak
[Grading: undergraduate](#) departmental practices, all aspects of grading - Etta Recke
[Graduate courses, preparation and grading](#) - Kristy Novak
Graduate forms for faculty signatures - Kristy Novak
Graduate [guidelines](#), policies, rules, & regulations - Kristy Novak
[Graduate History Association](#) - Kristy Novak
Graduate [language exams](#) and [general exams](#) - Kristy Novak
[Graduate research funds](#) - Kristy Novak
Graduate school information - Kristy Novak
Graduate student roster - Kristy Novak
[Graduate students' dossiers](#) - Jackie Wasneski

H

[History of Science events, workshops, and colloquia](#) - Jackie Wasneski
[History of Science Certificate](#) - Jackie Wasneski
[Honorific nominations](#) - Kristy Novak
[Hosting Visit](#) - Kristy Novak and Jackie Wasneski

I

Information for undergraduate majors – Etta Recke
[IT Support Services](#) - Carla Zimowsk and Max Siles

J

[Junior and senior advisers](#) - Etta Recke
Junior Seminars (pre-assignment stage) - Etta Recke

K

Keys to offices – Front Desk
Keys to Dickinson Hall for graduate students - Kristy Novak

L

[Language proficiency examinations](#) for graduate students - Kristy Novak
Laptop reservations (Dickinson classrooms only) - Front Desk (NOTE: until filled, please see your supporting staff member)
Leave arrangements - Judith Hanson
Lunches, faculty and preceptors' - Debora Macy

M

[Mailing and shipping](#) (DHL, FedEx, UPS, USPS) – Pamela Long
Media equipment needs (Dickinson classrooms only) - Front Desk (NOTE: until filled, please see your supporting staff member)
Mentoring lunches – Debora Macy
Microfilm research - Brooke Fitzgerald

O

Office assignments - Judith Hanson
Office hours - Pamela Long
[Office supplies](#) - Debora Macy

P

Packets - Pamela Long
[Photocopying](#) - Pamela Long
“Pink Sheets” - Brooke Fitzgerald
PowerPoint presentation assistance - Brooke Fitzgerald
Precept - Etta Recke
Precepting assignments - Judith Hanson
Preceptors' office assignments – Pamela Long
Procter Fellows - Kristy Novak
Prospectus approvals - Kristy Novak
Prime – Debora Macy
Public Safety (Security) - 258-1000
Purchasing - Debora Macy

R

Reading courses, graduate - Kristy Novak
[Reenrollment of graduate students](#) - Kristy Novak
[Research funds](#) - UCR/departmental - Debora Macy
Research material location - Brooke Fitzgerald
Research paper certifications, graduate - Kristy Novak
Reserve books for graduate and undergraduate courses - Pamela Long
[Responsible Conduct in Research Seminar](#) - Kristy Novak
Rooms 207, 210, 211, & 230 Dickinson scheduling, graduate classes - Kristy Novak
Rooms 207, 210, 211, & 230 Dickinson scheduling, undergraduate classes – Front Desk
Rooms 207, 210, 211, & 230 Dickinson scheduling, special events – Jennifer Loessy

S

[SAFE](#), graduate - Kristy Novak
[SAFE](#), undergraduate - Etta Recke

Scanning of images, slides and documents - Brooke Fitzgerald
Scanning materials for upload to Blackboard for e-course packets - Brooke Fitzgerald
[SCORE](#) (now TigerHub)
Searches, faculty - Pamela Long
Security (Public Safety) - 258-1000
[Senior and junior advisers](#) - Etta Recke
Senior comprehensive exam scheduling – Front Desk
[Senior theses, reading, grading](#) - Etta Recke
[Shelby Cullom Davis Center](#) - Jennifer Goldman
[Shipping and mailing](#) - Pamela Long
Snow and extreme-weather days - 258-7669
Social Security Number request letters for graduate students - Kristy Novak
Special department functions - Judith Hanson
Student intern work schedule – Front Desk
[Student employment](#) - Debora Macy
Summer language program for graduate students - Kristy Novak
Summer salary arrangements - Judith Hanson
[Supplies, office](#) - Debora Macy
[Syllabi, graduate](#) - Kristy Novak
Syllabi, undergraduate - Etta Recke

T

Teaching schedule - Associate Chair
Teaching times – Department Representative & Associate Chair
[Technical support](#) - Carla Zimowsk, Max Siles
Telephone lists – Front Desk
Telephones - Debora Macy
Time collection (Center for Collaborative History) - Jennifer Loessy
Time collection (Davis Center) - Jennifer Goldman
Time collection (Dept. of History) - Debora Macy
Time collection (Global History Lab) - Jennifer Loessy
[TigerHub, graduate](#) - Kristy Novak
[TigerHub](#), undergraduate - Etta Recke
Track sheets - Etta Recke
[Travel policies](#) - Debora Macy

U

UCRHSS, Initial and final submissions - Judith Hanson
UCRHSS, expense questions and reconciliations - Debora Macy
Undergraduate announcement - Etta Recke
[Undergraduate program](#) - Etta Recke
[University expense policies and procedures](#) - Debora Macy

V

Visa letters for graduate students - Kristy Novak

Visiting research scholars, post Ph.D. - Judith Hanson

[Visiting Student Research Collaborators](#) (VSRC) - Kristy Novak

Voicemail - Debora Macy

W

Website, administrator (functionality, permissions, etc.) - Carla Zimowsk

Website, faculty profiles – Brooke Fitzgerald

[Website, graduate](#) program - Kristy Novak

[Website, graduate student profiles](#) - Kristy Novak

Website, HOS - Jackie Wasneski

Website, news items – Kelly Lin-Kremer, Brooke Fitzgerald, Jennifer Loessy

Website, people profiles (visitors, lecturers, etc.) – Kelly Lin-Kremer

Website, publications – Brooke Fitzgerald

Website, undergraduate - Etta Recke