**Graduate Student Handbook**

**Ohio University Department of History**

**(2019-2020)**

As a graduate student in the Department of History, you are part of a diverse and talented group of students who are working in a variety of fields at the M.A. and Ph.D. levels. Your instructors and courses will challenge you in ways that will contribute to your professional development. Recent graduates from our program have done extremely well in securing employment in both universities and colleges and in nonacademic settings and in gaining admission to degree programs at outstanding universities. We hope and expect that you will achieve similar success.

The History Department’s graduate office oversees the department’s M.A. and Ph.D. programs and students. It consists of a Director of Graduate Studies (DGS), Professor Assan Sarr, (Bentley Annex 468, sarr@ohio.edu) and a graduate secretary, Brenda Nelson (Bentley Annex 464, nelsonb1@ohio.edu). You can reach Ms. Nelson by telephone at 593-4332 and Professor Sarr at 593-4335.

The graduate office can help with matters related to your program of graduate study, so please bring your questions, problems, or issues to our attention. The graduate secretary is usually available during regular business hours; the DGS will hold office hours that he will post at the beginning of each semester. He can be reached at any time by email and will be glad to meet with you at a mutually convenient time other than scheduled office hours. The graduate secretary has a wealth of knowledge about administrative issues. The DGS can provide information or advice about degree requirements, courses of study, and other academic matters. Please contact them as appropriate, and they will do whatever they can to help.

Graduate Students have their own organization, the History Department Graduate Association (HGSA), which can provide information and assistance on many important matters. Each year, HGSA elects two graduate students, one in the M.A. program, and the other in the Ph.D. program, to serve with faculty members on the History Department’s Graduate Committee. Student members will not attend any meetings or portions of meetings where student business is discussed.

The pages that follow contain some basic information about graduate study in history. To supplement it, please rely on other sources of information. Among the most valuable are:

https://www.ohio.edu/graduate The University’s Graduate College

https://www.ohio.edu/cas/grad/index.cfm Graduate Study in the College of Arts and

Sciences

https://www.ohio.edu/graduate-student-senate Graduate Student Senate

# M.A. Student Program Guidelines and Reminders

The History Department has two M.A. tracks, one that requires the writing of a thesis, and a second that requires a comprehensive exam rather than a thesis. Full-time M.A. students, whether they select the thesis or nonthesis option, should plan to complete their degrees in two

academic years. Those students who wish to enter a Ph.D. program in history should select the thesis option.

## Advisor

All M.A. students should have a faculty advisor, with whom they consult on a regular basis about their program of study. The advisor is a faculty member whose expertise coincides with the student’s major field of study. The M.A. fields are listed on the M.A. program page on the History Department web site (https://www.ohio.edu/cas/history/grad/ma-program/index.cfm). Entering students have a provisional advisor. A student’s interests may evolve after beginning the M.A. program, and it is possible to change advisors. A student who changes his or her advisor should inform the graduate office. Any such change, of course, also involves consultation with the old and new advisors and securing their consent.

## Planning Form

In consultation with their advisor, M.A. students should complete the M.A. planning form (thesis or nonthesis) and file a copy with the department’s graduate office. The forms are available via the History Department web page or from the History Graduate Office.

**You should update your planning form whenever you make changes in your course of study.** Students often fulfill degree requirements by taking different courses than originally expected. Such changes occur for many reasons, and it is always difficult, if not impossible, to know which courses will be offered a year or more in advance.

**Make your planning form an electronic document.** You can download it as a fillable Microsoft Word document using the link immediately above. Keep a copy on your computer and email copies to the graduate secretary and your faculty advisor. Each time you make a change in your planning form, email the revised version to both.

However you maintain your planning form, please make sure that the History Department graduate office always has the current version.

## Degree Requirements

Both thesis and non-thesis M.A. students must successfully complete a research seminar. For those working in U.S. history, the seminar is usually offered every year; for those in modern European history, every other year; for those in pre-modern fields and nonwestern history, by arrangement.

In general, M.A. students do not have to satisfy a language requirement. At the discretion of a thesis supervisor, however, a student may be required to demonstrate proficiency in a language other than English if necessary to his/her degree program, particularly in European, Latin American, and other non-US fields of history. Students who take a nonthesis M.A. degree have no language requirement. See **Language Requirement** below.

## Thesis Prospectus and Defense

If you select the thesis option, you must write a prospectus (or proposal) for your thesis. Doing so requires close consultation with your advisor. You should establish a three-member thesis committee, which will read the prospectus and, eventually, the thesis itself. Usually, the committee consists of your advisor and two other faculty members in the department. If appropriate to the subject of the thesis, one faculty member from outside the History Department can serve on the thesis committee. Each member of the thesis committee must approve the prospectus in writing. An oral defense of the prospectus is ***not*** required. Once the prospectus is approved, you should file the approval form with the department’s graduate office. The form is available on the department’s Graduate Studies web page. You should secure approval of the prospectus no later than the end of the second semester of full-time study.

You must defend the thesis in an oral examination. You should arrange a date and time for the defense with each member of the committee and complete the form, ―Arrangements for the Oral Thesis Examination/Dissertation Defense‖: https://www.ohio.edu/cas/history/grad/ma-program/thesis.cfm. Please note that the forms are grouped by college. This form must be filed with the History Department Graduate Office at least fourteen days prior to the defense. **Each member of the committee must receive a draft copy of the thesis at least two weeks before the defense.** There is another form to complete to report the results of your thesis defense:  [https://www.ohio.edu/cas/history/grad/ma-program/thesis.cfm](http://www.ohio.edu/graduate/etd/oraldefense.cfm). Please bring a copy of this form to your defense. Each member of your thesis committee must sign it. Once they have done so, please submit the form to the department’s graduate office. We will place a copy in your folder and send the original to the College of Arts and Sciences and the Thesis and Dissertation Services office.

## In order to schedule a defense of your thesis, you must have completed the language requirement (if any) and all course work required for the degree and have removed from your record any grades of PR (Progress) or I (Incomplete) in all courses required to graduate (other than thesis hours).

During the semester in which you plan to graduate, you must meet university deadlines for defending your M.A. thesis and submitting the final copy. Early in the semester you must apply to graduate through the Registrar’s Office and pay a fee of approximately $50.00. There are deadlines for arranging your defense, holding the defense, and submitting the final copy of your thesis. <https://www.ohio.edu/graduate/etd>

 https://www.ohio.edu/registrar/grd.cfm

## The deadlines for the completion of graduate degrees are university requirements. The History Department cannot change them. Please also note that an MA candidate must be enrolled for at least one credit hour during the semester in which he or she graduates.

**Nonthesis Examination**

If you select the nonthesis option, you will take a written comprehensive examination in the two major fields designated on your degree Planning Form. To be eligible to take the comprehensive exam, you must have completed all courses required for the degree (or be in the final semester of study for the degree) and have no grades of PR or I in those courses. The faculty member who supervises each field will grade the exam and inform you and the director of graduate studies whether you have passed or failed.

# Ph.D. Student Program Guidelines and Reminders

The History Department offers Ph.D. study in many geographic and topical fields. Because of a requirement of the Ohio Board of Regents, the dissertation field must be in ―contemporary history, which is defined as the period since the end of World War I.

## Advisor

All Ph.D. students should have a faculty advisor, with whom they consult on a regular basis about their program of study. The advisor is a faculty member whose expertise coincides with the student’s primary or dissertation field of study. The Ph.D. fields are listed on the Ph.D. Program page: https://www.ohio.edu/cas/history/grad/phd/index.cfm. Entering students have a provisional advisor. A student’s interests may evolve after beginning the Ph.D. program, and it is possible to change advisors. A student who changes his or her advisor should inform the graduate office. Any such change, of course, also involves consultation with the old and new advisors and securing their consent.

## Planning Form

In consultation with their advisor, Ph.D. students should complete the Ph.D. planning form and file a copy with the department’s graduate office. The form is available at: https://www.ohio.edu/cas/upload/HIST\_Planning\_PhD.pdf. **You should update your planning form whenever you make changes in your course of study.** A student who completes a planning form in his or her first or second semester often fulfills degree requirements by taking different courses than he or she expected. Such changes occur for many reasons, and it is always difficult, if not impossible, to know which courses will be offered a year or more in advance.

**Make your planning form an electronic document.** You can download it as a fillable PDF using the link immediately above. Keep a copy on your computer and email copies to Brenda, Prof. Sarr, and your faculty advisor. Each time you make a change in your planning form, email the revised version to the same three people.

However you maintain your planning form, please make sure that the History Department graduate office always has the current version.

## Degree Requirements

Ph.D. students must fulfill the requirements of three fields in history as well as a cognate field. The latter can be satisfied by successfully completing the Contemporary History course sequence or by taking courses in another discipline or disciplines that complement their historical studies. For students who have completed an M.A. at another university, some course work from the previous university may satisfy some course requirements for the Ph.D. Please consult with the director of graduate studies on this matter. All Ph.D. students must take a research seminar, even if they may have had a similar course at another university. For those working in U.S. history, the seminar is usually offered every year; for those in European history, every other year; for those in nonwestern history, by arrangement.

## Comprehensive Examinations

Ph.D. students must take comprehensive examinations in their three historical fields of study, but not in the cognate field.

In order to schedule these exams, the student must have completed all course work required for the degree and have removed any grade of PR or I from those courses (other than dissertation hours). The student must take a written examination of between four and eight hours in each of the three fields. After successfully passing the written exams, the student will take an oral exam of approximately two hours in which the examiners from all three fields participate. Usually, only one faculty member supervises each of the student’s fields. Occasionally, however, two faculty examiners may share responsibility for a particular field. The written exams must be taken before the oral exam. All exams, both written and oral, must be taken during a single semester during the regular academic year, during, that is, either the Fall or Spring semester. Faculty examiners are responsible for providing the student with timely notification of his or her performance–pass or fail–on each written exam prior to the oral exam. The examiners should also promptly notify the graduate office of the results.

In preparing for the exams, the student should complete the Comprehensive Examinations Fields form, available at: https://www.ohio.edu/cas/upload/HIST\_PhD\_Comp\_Exam\_Fields.pdf. The signatures of the examiner and the student on the form mean that they have agreed about the format, length, and scope of the exam and about the reading, course work, and subject matter that the exam will cover. The student should file the completed form with the department’s graduate office and arrange a date for each written exam with the examiner. Once the student has settled the dates of the exams, he or she must inform the graduate office. Ample, prior notification of the schedule for comprehensive exams is essential, as the graduate secretary has to insure that a room is available and that the faculty members provide copies of their exams in advance. **No exam will occur without ample, prior notification of the graduate office.**

Once you successfully complete your written and oral exams, your committee must file a form notifying the College of Arts and Sciences of the results of your exam. You can find the form,

―Report of the Comprehensive Exam for the Ph.D.,‖ on the Arts and Sciences web page:

https://www.ohio.edu/cas/history/grad/forms.cfm.

## Dissertation Prospectus and Dissertation Defense

A Ph.D. student must write a prospectus or proposal for his or her dissertation. Doing so requires close consultation with the advisor. The student should establish a four-member dissertation committee, which will read the prospectus and, eventually, the dissertation itself. Usually, the committee consists of the advisor and two other faculty members in the department. The fourth member is the Dean’s Representative, who must be an Ohio University faculty member from outside the History Department. If appropriate to the subject of the thesis, a faculty member from outside Ohio University can participate as a fifth member of the dissertation committee. The student should schedule an oral defense of the prospectus and provide the graduate office with advance notification. Each member of the dissertation committee must approve the prospectus in writing at the end of the defense. Once the prospectus is approved, the student should file the approval form and a copy of the prospectus with the department’s graduate office. The form is available on the department’s graduate web page. **A student should defend the prospectus no later than the first semester after completing the comprehensive examinations**.

The student must defend the dissertation during an oral examination. The student should arrange a date and time for the defense with each member of the committee and then complete the form,

―Arrangements for the Oral Thesis Examination/Dissertation Defense, which is available at: https://www.ohio.edu/cas/history/grad/forms.cfm. Please note that forms are grouped by college. This form must be filed with the History Department Graduate Office at least fourteen days prior to the defense. **Each member of your dissertation committee must receive a draft copy of the dissertation at least two weeks before the defense.** There is another form to complete to report the results of your dissertation defense. You will find it here: https://www.ohio.edu/cas/history/grad/forms.cfm. Please bring a copy of this form to your defense. Each member of the committee as well as the graduate director must sign it. The form must then be submitted to the College of Arts and Sciences.

During the semester in which you plan to graduate, you must meet university deadlines for defending your dissertation and submitting the final copy. Early in the semester you must apply to graduate through the Registrar’s Office and pay a $50.00 fee. There are deadlines for arranging your defense, holding the defense, and submitting the final copy of your dissertation.

Please note that the deadlines for the completion of graduate degrees are university requirements. The History Department cannot change them. Please also note that a Ph.D. candidate must be enrolled for at least one credit hour during the semester in which he or she graduates.

# Thesis and Dissertation (TAD) Services

Ohio University has requirements for formatting the final copy of your thesis or dissertation— including margins, pagination, and table of contents–and the process by which you go about

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submitting it. To standardize and simplify these requirements, the University has an office of Thesis and Dissertation (TAD) Services. You will find the TAD web page at:  [<https://www.ohio.edu/graduate/etd>.](http://www.ohio.edu/graduate/etd.cfm) The web site contains much useful information about how to prepare the final copy of your thesis or dissertation and the forms that you must file when you submit it. TAD also holds workshops that explain the process of submitting your final copy and provide technical assistance. You should arrange to attend one of these workshops or consult the web page for detailed information. The TAD staff will review your thesis or dissertation before your defense to make sure that it conforms to university requirements so that you can make any required changes prior to the deadline for submission in any given semester.

You may submit the final copy of your thesis or dissertation in electronic form.

# Other Important Matters

## Foreign Language Requirement

Ph.D. students with a national or regional dissertation field outside US or British history are expected to demonstrate proficiency in at least one language other than English. The dissertation advisor, in consultation with the student and Director of Graduate Studies, may determine that a student must develop proficiency in additional languages as necessary for the completion of his or her degree.

M.A. thesis students working on topics outside US or British history may similarly be required to demonstrate proficiency in at least one language other than English, if necessary for their research. The individual requirement shall be determined by the thesis supervisor in consultation with the student and Director of Graduate Studies.

*Please note that Ph.D. and M.A. thesis students working in US or British history, particularly those working on topics in diplomatic history, may need and be required to develop and demonstrate proficiency in one or more languages other than English. Any such determination shall be made by the dissertation or thesis advisor in consultation with the student and the Director of Graduate Studies*.

Proficiency shall be certified by the dissertation advisor, in consultation with the Director of Graduate Studies. The means by which a student develops and demonstrates proficiency shall be pre-agreed between the student and his or her dissertation advisor, in consultation with the Director of Graduate Studies. The means by which a student develops and demonstrates proficiency may include formal coursework and/or a translation exam.

Native speakers of a language other than English do not need to demonstrate proficiency in that

language.

## Changing Thesis/Dissertation Committees

If a student or his/her advisor believes that a change in the membership of a thesis or dissertation committee should occur following the approval of the prospectus, the student should explain the proposed changes and the reasons for them in a memo to the director of graduate studies. The change will be implemented if approved by the student’s advisor and the DGS. In the event that there is a disagreement between the student and the advisor or between the DGS and the advisor over the proposed changes, the department’s Graduate Committee will decide how to resolve the issue.

## History Department PR Policy

At their discretion, instructors in History Department courses may assign a graduate student a grade of PR (or Progress), if that grade is permissible in the relevant course. The grade is for a student who does not complete all course requirements by the end of the semester in which the course is offered. The grade of PR is supposed to be a temporary grade to be replaced by a letter grade once the student completes the outstanding work for the course.

**Students should avoid taking PRs in the courses they need for graduation.** (Exceptions are dissertation or thesis hours, where, again, the grade of PR is automatic until the submission of the thesis or dissertation.) Students should remove PRs from their record as soon as possible by submitting the outstanding work and satisfying any other conditions that the instructor imposed at the time of assigning the PR grade. Students with an excessive number of PRs will receive warnings from the DGS that they are not making satisfactory progress toward the completion of their degrees. Failure to remove the PRs could result in the termination of university financial aid, such as a tuition waiver or a teaching assistantship.

The History Department discourages students from taking PRs in their courses. The Department is also concerned that some students take far too long–sometimes years–to complete outstanding work in courses where they have earned PRs. Accordingly, the department adopted a policy on the grade of PR, effective with the beginning of academic year 2007-8. This is the policy:

Any grade of PR assigned in a history course that an M.A. or Ph.D. student needs for graduation, other than thesis or dissertation hours, shall be changed to a grade of F if the student does not complete the outstanding work in that course by the beginning of the first semester in which the student is enrolled that is at least one year after the end of the semester in which the student earned the PR. (For example, a student who earned a PR in a course taken in the Fall Semester would have until the beginning of the next Fall Semester in the subsequent academic year to complete the outstanding work necessary to remove the PR from his/her transcript.)

The student may ask the director of graduate studies for a one-semester extension before

the PR shall be changed to an F. The extension shall be for reasons of illness, extenuating personal circumstances, or other exceptional conditions. If the director of graduate studies denies the extension, the student may appeal to the Graduate Committee, which by majority vote (with the graduate director not voting) may grant a one-semester extension.

This policy shall not prevent the instructor of record in any course from imposing a shorter deadline or attaching any other conditions to the granting of a PR.

This policy took effect at the beginning of Fall Quarter 2007-8. It will not apply retroactively to grades of PR earned in previous years.

## Enrollment during the Semester in Which You Graduate

The university requires that you must be enrolled during the semester in which you graduate. Current rules require you to take at least one credit hour if you are an M.A. or PhD. students. If you have a teaching assistantship, tuition waiver, or fellowship that carries a tuition waiver during the semester in which you graduate, that financial award will cover your tuition. Otherwise, you will be responsible for paying your tuition costs during that final semester of university enrollment.

If you complete all requirements for your degree, apply for graduation, defend your thesis or dissertation, and submit the final version of your thesis or dissertation *after* the deadline for any given semester but shortly *before* the beginning of classes for the following semester, you will not have to enroll during that subsequent semester, provided you were enrolled for the required minimum number of hours in that earlier semester. You will have to pay a nominal fee to renew your application for graduation during that subsequent semester, which will be the semester during which you receive your degree. TAD has a deadline for Early Filers—those who missed the deadline for the intended semester of graduation but who are able to meet a later deadline before the beginning of the following semester. Please consult the DGS and/or TAD office for further guidance.

# Graduate Funding

The History Department awards graduate teaching assistantships that carry stipends and tuition waivers. The Contemporary History Institute has fellowships that it awards to selected graduate students admitted to its program.

University policy sets limits on the duration of funding for graduate students. According to that policy, a graduate student with a graduate degree from another institution (e.g. a Ph.D. student who earned an M.A. elsewhere) can receive a maximum of ten semesters of tuition support, excluding summers. A graduate student without a graduate degree from another institution (e.g.

either an M.A. student or a Ph.D. student with an M.A. from Ohio) can receive a maximum of twelve semesters of graduate tuition scholarship.

The History Department’s general policy has been to provide an M.A. student with a maximum of four semesters (previously six quarters) of support and a Ph.D. student with eight semesters (previously twelve quarters) of support. Someone who earns both degrees in our department can receive twelve semesters (previously eighteen quarters) of support. There may be occasions, however, when exceptions are in both the department’s interest and the student’s. Should the department have funds available and a need for an additional teaching assistant, and should the student benefit from additional support, the department might offer financial support to someone who was previously ineligible. All decisions will be on a case-by-case basis and are, of course, subject to budgetary constraints that can vary considerably from year to year.

## Travel and Research Funds

Each year the department has a limited amount of funds to support research or travel to a conference to present a paper. You will receive notification at the beginning of the academic year about the deadline for applying for support. To apply, you will need to explain the purpose of your travel and provide a budget or listing of expenses. You will also need a letter of support from your advisor.

# Teaching Opportunities

The History Department has a variety of teaching opportunities for graduate students. Most common is serving as a teaching assistant (TA) during the regular academic year. Opportunities for summer teaching on the Athens campus are occasionally available for advanced graduate students. Sometimes, too, the regional campuses need a history instructor for a survey course, and an advanced Ph.D. student will fulfill their requirements. The DGS, the History Department chair, and other faculty members, as appropriate, will inform qualified graduate students about these opportunities as they become available.

# Teaching Assistants– Duties and Responsibilities

A teaching assistant helps a faculty member with various instructional tasks in a particular course. Serving as a TA is an important responsibility. As a TA, you can help students learn history and develop their skills in critical analysis and in written and oral expression. You also may have some responsibility in evaluating student work by helping in the grading of exams, essays, quizzes, or other assignments. Your conscientious performance of these duties can contribute significantly to the success of the course in which you are assisting. By doing your job well, you may also help interest students in taking another history course. And, of course, your TA assignment is an opportunity to develop your skills as an instructor and gain valuable experience in the classroom.

Your responsibilities as a TA will vary from course to course. *The first and most basic rule is to perform the duties that the instructor in the course assigns to you.* Each instructor has his or her own requirements, expectations, and preferences. You should make sure that you know exactly what the faculty member wants you to do, and you should complete those tasks as instructed and meet any deadlines for finishing your work.

Some TAs will teach regular discussion meetings of students. These discussion sections are required in all 1000-level introductory courses. They also may occur occasionally or even more frequently in some advanced undergraduate courses. You should always meet your discussion section at the scheduled time, and you should not cancel it or dismiss it early unless the faculty member specifically authorizes you to do so. You should always meet discussion sections in the assigned room.

The instructor in the course in which you are assisting will let you know about your grading responsibilities. It is important to keep records of your grading. The instructor will inform you of the specifics. Record keeping may be through an electronic system such as Blackboard, or it may involve recording grades on paper.

## Eligibility

To serve as a TA, you must be an MA or Ph.D. student in the Department of History. Any exceptions to this rule will be at the discretion of the chair of the History Department and the director of graduate studies. In assigning teaching, we will take account of any TA preferences and balance them against the needs of the department for specific courses in any given semester.

## Office Hours

All TAs have offices in Bentley Annex. You should schedule office hours; the instructor will provide more information. Post your office hours on the door and report them to the History Department staff. Always meet students in your office.

## Absences

If you are ill or have some other reason for not being able to attend class, lead a discussion section, or complete a task that an instructor has assigned you, please inform the faculty member you are assisting as soon as possible. If you cannot meet a discussion section, you should inform the instructor in advance, unless it is impossible to do so. If you are unable to meet your TA responsibilities for an extended period—more than a couple of days—you should inform the DGS and/or graduate secretary as well as the instructor.

# Making TA Assignments

The DGS in consultation with a committee assigns teaching assistants to classes shortly before the beginning of each semester. It is not possible to make these assignments until late in the preregistration period, when it is clear which courses will be large enough to require a TA. It is also not possible to assign TAs until we have the class schedules of all TAs for the coming semester. For obvious reasons, all TAs must be assigned to classes at the same time. Changing even one TA assignment can have a ripple effect; it might require shifting several other TAs to avoid conflicts between class schedules and TA duties.

## Providing Your Schedule

If you are scheduled to serve as a TA, you will receive an email request in the preceding semester to provide your expected class schedule. (Please note that providing your schedule does not mean that you have to register for classes any earlier that you had planned. It only means that you are informing us of your schedule in advance.) You should email your schedule to the DGS: sarr@ohio.edu. If you have a preference for a particular course or a particular assignment, please advise the DGS at that time. The DGS will do what is possible to accommodate your request. Assigning TAs, though, involves meshing many schedules, and it may not be possible to meet everybody’s preference each semester.

# Professional Comportment and Attire

In serving as a TA, you represent the History Department and Ohio University. In carrying out your teaching responsibilities, you should make choices about

your personal conduct accordingly.

Neither Ohio University nor the History Department has a dress code. You should, however, **dress in a manner appropriate to the classroom, meaning to a professional office**. Casual attire is fine. But it is a good idea to avoid clothing with messages, slogans, images, or corporate logos (other than the unavoidable, obtrusive labels of clothing designers or manufacturers). Those words or images have the potential to interfere with the creation of an environment conducive to learning for your students. Please also avoid clothing, buttons, pins, and the like with the names of candidates or political messages. Under no circumstances should your attire have words or images that refer in any way, directly or indirectly, to drugs, alcohol, or sexuality or that includes profanity or mock profanity.

# Harassment

**Title IX remains the law of the land and Ohio University does not condone any kind of sexual harassment or forms of discrimination**. Ohio University has a policy that provides a uniform approach to issues of harassment, including sexual harassment, as a form of discrimination in all areas of employment and educational relationships at Ohio University. Harassment is defined as any conduct directed toward an individual or group based on race, religion, color, sex, sexual orientation, national origin, ancestry, age, gender, gender identity or expression, mental or physical disability, or veteran status and severe enough so as to deny or limit a person’s ability to participate in or fully benefit from the University’s educational and employment environments, or activities, or severe enough that it creates an intimidating, offensive, or hostile environment. University policy specifically defines sexual harassment as any unwelcome sexual advance or request for sexual favor, including an explicit or implicit quid pro quo, made by an employee, student, or agent of the University to a student or employee of the University, and is conduct of a sexual nature exhibited by such a person (or people) toward another when such conduct substantially interferes with the person’s educational or work performance, or creates an intimidating, hostile, or offensive educational or work environment. University policy further explains that ―quid pro quo‖ is the Latin term for ―this for that‖ and occurs when there is a demand for a sexual favor in exchange for employment or academic benefit. A ―hostile environment‖ exists when harassing behavior unreasonably interferes with a student’s academic or employee’s work performance and creates a hostile, intimidating, or offensive academic or work environment.

The definitions and statements of policy in the preceding paragraph come directly from the University’s Harassment Policy and Procedure: <http://www.ohio.edu/policy/03-004.html>. This document provides examples of harassment, including sexual harassment, and specifies procedures for dealing with complaints of harassment. The sanctions against someone who violates the policy on harassment could include expulsion from the university or termination of employment. The latter sanction, of course, could include termination of a TA contract.

You should also consult the link to the Ohio University Equity and Civil Rights Compliance: <https://www.ohio.edu/equity-civil-rights/index.cfm> with a statement regarding Title IX.

# Office Matters

The main office of the History Department is on the fourth floor of Bentley Annex (BA). The mailboxes are in BA 452. The department administrator is Sherry Gillogly, BA 460, 597-1853. The department chair is Professor Katherine Jellison.

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## TA Offices

TAs have offices in the basement of Bentley Annex. The department does not have sufficient office space for graduate students who are not teaching. Most offices have computers. The department has a limited supply of computers and gives first priority to offices assigned to Ph.D. students.

The key to your office will also open the doors to the main office, BA 452, which contains the mailboxes, and to the conference rooms, BA 402 and BA 462. Please lock the doors to these rooms if you use them after regular business hours. Be sure to lock your office door, too, when you leave. Do not give your key to anybody else. I f you lose your key, you will have to pay for a replacement and, perhaps, for a change to the lock. It is also important to return your key at the end of the academic year or the end of your service as a TA. Failure to do so may mean that you will have to pay for a change to the lock.

TA offices do not have telephones. Please do not give out the department’s number as a work telephone, if doing so means that the office staff will get reminders about your medical appointments or inquiries about your employment from credit card companies.

Because of space limitations, most offices have two occupants. Please be considerate of your officemate.

## Mailboxes and Email

All full-time, resident graduate students have a mailbox in BA 452. Please check your mailbox frequently. We will send you as many communications as possible by email. But some information will come the old-fashioned way. Even if you have a mailbox in Sing Tao, you should check your Bentley Annex mailbox often. Some communications from the History Department will go *only* to your Bentley Annex mailbox, not your Sing Tao mailbox. Failure to check your email or your mailbox is not a legitimate excuse for being unaware of official notifications from the History Department.

If you use an email account other than the one the University has provided you, please make sure that you set your university account to forward your mail to your primary account (e.g. gmail, yahoo, hotmail). University communications will be sent to your university email address.

## Copier

If you need to make copies, please check with the graduate secretary to get a code that will allow you to use the copy machine. The machine will automatically log the number of copies you make. The department will pay for any copies that you must make for a course in which you are a TA. It will also pay for some professional copies, such as submitting a proposal for a conference paper or an article for publication. You should not make copies for personal use. Abuses of this honor system could result in the loss of copying privileges.

## Supplies, Postage, and Fax

The department will provide supplies–pens, folders, etc.–that you need to meet your responsibilities as a TA. Please talk to one of department administrators about getting those supplies. If you need to send a fax or a letter for professional purposes, check with the graduate secretary.

## Smoking

All Ohio University buildings are smoke-free.