

UF- HISTORY PROGRAM PRACTICES

Questions 1A, 1B - Communication with Potential Doctoral Students

Questions 2A, 2B – Admission

Questions 3A, 3B, 3C, 3D – Orientation and Advisement

Questions 4A, 4B – Social Interactions

Questions		Answers
1A	When potential graduate students contact your department for information, who handles the inquiries? (Please provide the title rather than names)	Graduate Coordinator for detailed information about faculty and program Graduate
1B	What type of information is usually sent in response to such inquiries?	Graduate Coordinator provides case-specific detail on faculty research specialization and the nature and components of the program Graduate Program Assistant provides ad hoc information about the forms and application rules and sends application material
2A	Who in your department makes the decision about which applicants to admit (or to recommend for admission)? (Please provide the title rather than names).	Each doctoral program section's faculty recommends a ranked list of applicants; however, the admission decision is made by the departmental Graduate Committee (a mixed appointed/elected representative group of faculty, including the Graduate Coordinator) which reviews all sections' lists and ranks all applicants in regard to merit and appropriate funding.
2B	What criteria are used in making this decision?	GRE scores, GPA, previous institution, course work in the discipline, letters of recommendation, application essay, writing sample, fit with faculty research interests. In sum, we are looking for nationally competitive students we can train.
3A	How does your department orient new students to graduate study?	The week before courses start we have a series of orientation meetings dealing with everything from teaching assistance to library usage to the seminar experience. We publish and distribute an orientation booklet laying out the basics of the program and its requirements. The Graduate Coordinator meets each of the

		students individually the first month of courses to discuss their program.
3B	Who handles initial course advisement for new doctoral students, and how is that person selected?	All course advice comes from the student's own advisor, who volunteered to advise during the application process and remains the advisor if the match is congenial; the Graduate Coordinator advises on programmatic issues and the ways in which the courses fit into program requirements.
3C	Describe the process by which a student selects or is assigned a dissertation chair.	The student does not select the dissertation chair; s/he steps forward during the admission process, as the advisor, as noted just above.
3D	Can students in your department change dissertation chairs? If so, how is that change accomplished?	The student may initiate this by approaching an alternative member of the faculty, securing that person's acquiescence, and then securing the support of the Graduate Coordinator, who must approve (this is pro forma traditionally). We expect that the student will advise the former advisor of the decision as a matter of professional courtesy. The change in committee is then registered with the Graduate School using the same form used for the original supervisory committee nomination.
4A	Other than formal coursework, does your department offer, sponsor, or support activities designed to foster social support and/or collaborative learning among doctoral students? (e.g., study groups, student organizations, student-student mentoring programs) If so, please describe.	The department supports a graduate student organization and will be supporting student-organized conference.
4B	Does your department hold regular social activities in which students can interact informally with faculty members and other students? If so, please describe	Once a year, usually early fall, the whole department meets for a reception of the new graduate students. In-coming students have a less formal reception with their advisors and the seminar professors for the following year at the end of the orientation week. There are colloquia, as well, and graduate students are expected to attend the job talks given by prospective faculty members. In the

		spring, there is a picnic. Softball games have been organized by the student organization and faculty sometimes join in.
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