

Department of History

Graduate Student Advising Guidelines

The History graduate program is designed to foster close collaboration among faculty members and students who share interests and areas of expertise.

The **Director of Graduate Studies** (DGS) serves as a technical advisor to all graduate students on matters related to admission, enrollment, credits, funding, and degree completion.

A student's **Faculty Advisor** (i.e. Advisory Committee Chair) provides wide-ranging guidance on the student's academic and professional development. Usually, a student either selects or is assigned an advisor upon admission to the program, though the student may change advisors with the approval of a new advising professor as well as the DGS. Any student with concerns about their advising situation should talk to the DGS.

The advisor-advisee relationship will naturally take different forms and styles but should adhere to some basic guidelines.

Advisors should:

- maintain regular communication with advisees while in residence or on leave;
- advise students on all matters related to course selection and thesis/dissertation design;
- have a working knowledge of the Graduate Handbook and all requirements therein;
- provide timely feedback on all written work by a mutually agreed upon deadline (usually within two weeks);
- monitor GPAs and other indicators of student performance;
- provide feedback on the student's performance in end-of-year evaluations;
- assist students with finding and obtaining grants and fellowships; and
- guide students into the larger professional community (conferences, workshops, organizations etc.) and mentor students about professional expectations and norms.

Advisees should:

- initiate regular communication with the advisor;
- inform the advisor of the courses in which the student plans to enroll;
- keep advisor and committee apprised of progress on exams, theses, and/or dissertations;
- comply with departmental and Graduate School policies and deadlines; and
- explore opportunities for professional achievement and development.

The department recognizes that successful graduate advising is a collective endeavor and also involves the participation of a student's **Advisory Committee**. All members of these committees are expected to take an active role in the student's academic progress by, at minimum, reading and commenting on theses and dissertations, participating in qualifying exams and defenses, and offering any other guidance and feedback sought by the student.

(Adapted from policies outlined in the History Graduate Handbook,
<https://history.as.uky.edu/sites/default/files/The%20History%20Graduate%20Handbook%202020.pdf>)