

PhD Qualifying Examination
The University of New Mexico Department of History

Guidelines for Preparation of the Dossier
Graduate Advisory Committee
October 21, 2008

Students will work closely with their Chairs, consulting with other committee members as necessary, to prepare the dossier for final submission to the committee.

Contents:

1. Bibliography:

In consultation with the Committee on the Qualifying Exam (CQE), each student will develop a reading list of the scholarly literature that he or she will be expected to have mastered at the time of the examination. These lists should include a minimum of sixty books within the Regional Concentration and forty books within the Thematic Concentration (or the equivalent in a mix of books and scholarly articles). These figures, of course, represent minimum standards and provide only a rough guide; the members of a student's CQE determine the scope and size of a particular reading list.

2. Syllabi:

The dossier will include copies of syllabi from courses relevant to the student's two concentrations and from the methods and historiography courses.

3. A sample of the student's written work:

This sample (not to exceed a total of fifty pages) will represent the best papers that the student has submitted while completing coursework requirements. It is anticipated that before placing such papers in the dossier, the student will review and revise them as appropriate, under the supervision of the Chair of the CQE.

Format:

1. A title page will indicate the name of the student, date of dossier submission, intended semester of oral exam, PhD Fields of Concentration, Regional Specialization, and the membership of the CQE (see attached Template).
2. A Table of Contents will specify the order of materials contained in the dossier.
3. All materials contained in the dossier will be typed and double-spaced, and use 12-inch font and 1-inch margins. Copies of course syllabi may be submitted in original format. Bibliographic citations will conform to *The Chicago Manual of Style*.
4. The final dossier will be submitted in a binder to each member of the CQE.

Timeline:

Wednesday, October 15: Signed CQE Committee form due in the department.

Friday, November 14: Final copies of dossier due to all CQE members.

Friday, December 5: CQE notifies student and DGS whether dossier has been approved. Committees not approving a dossier will specify the changes needed and suggest a timeline for submission of the revised dossier to the committee.

For additional information on the Qualifying Examination, please refer to the [“Program for the Doctorate in History \(‘007\)”](#). Guidelines for the additional components of the exam – Oral Examination and Public Presentation – are forthcoming from the department.

**PhD Qualifying Examination Dossier
Title Page Template**

Name:

Date of Submission:

Semester of Oral Examination:

Fields of Concentration:

Regional Concentration:

Specialization:

Thematic Concentration:

Committee for the Qualifying Examination:

1) _____ (Chair)

2) _____

3) _____

4) _____

5) _____