

**Subject: Graduate Course Planning**

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### 1. How to begin planning your graduate course schedule

**Where to Start? Who to contact for advice?**

Please read over the coursework requirements for your MA or PhD Program:

MA Coursework Requirements: <https://history.ubc.ca/graduate/masters-program/>

PhD Coursework Requirements: <https://history.ubc.ca/graduate/phd-program/>

- 1. Please contact your supervisors for advice on appropriate graduate seminars.**
- 2. If you have any questions/difficulties when planning your graduate course schedule, please also feel free to contact the graduate advisor:**

Graduate Advisor Before July 1: [coll.thrush@ubc.ca](mailto:coll.thrush@ubc.ca)

Graduate Advisor After July 1: [paige.raibmon@ubc.ca](mailto:paige.raibmon@ubc.ca)

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**Notes about which courses to take:**

In general, each academic year has two terms:

- Term 1: from September to December
- Term 2: from January to April
- There are no History graduate courses during the summer.

As a guideline, it is not recommended to take more than 2 graduate seminars during the term.

## MA Guide for Course Planning

**MA Program Requirements:** <https://history.ubc.ca/graduate/masters-program/>

**MAs (Total of 6 courses). Below represents a guideline:**

- Usually take 4 courses in year 1 (2 courses per term)
- Usually take 2 courses in year 2 (1 or 2 courses per term)

The idea is to take the bulk of your courses in the first year. In the second year, the reason for having 2 remaining courses is to allow students more time to focus on research and writing of their MA thesis. MA students usually finish their program by the summer of year 2.

### **MA Coursework:**

In your first two years, MAs will finish all their "coursework" representing a total of 6 courses.

#### **Mandatory courses in year 1:**

- Historiography (HIST 548)

#### **Remaining courses taken in year 1 or 2:**

- Area and Thematic Course 1
- Area and Thematic Course 2
- Area and Thematic Course 3
- Area and Thematic Course 4

#### **Mandatory course in year 2:**

- Research Seminar (HIST 699)

### **MA Mandatory Courses:**

- **In Year 1: HIST 548D (Historiography):** All first year MA students are required to be registered in this course. Exemptions to this course are available to PhD students if they have taken the Historiography course as part of the requirements for the UBC MA History program.
- **In Year 2: Regarding HIST 599 (MA): this course is taken in Year 2** after most of the coursework is completed. For MAs and PhDs, it leads into the beginning of your thesis research and writing stage.

### **Other Readings and Topics Courses for MA Students:**

- **MAs will register for 4 other graduate courses.** With the permission of the Graduate Advisor, students may take up to 6 credits of course work from outside the History Department in lieu of readings or topics courses. Language courses may not be substituted for graduate readings courses.

The "Area and Thematic Courses" can come from either the History Graduate Courses below or graduate courses (500 level) from outside the history department. (For example, students with a field of research in China might take a graduate course from the Asian Studies department). Please note that undergraduate course (100 to 400 level) are not eligible for credit towards the MA or PHD Program.

### **Where can you find graduate courses to meet requirements for "Area and Thematic Courses"?:**

- (a) History Graduate Courses
- (b) One of these can come from Graduate Courses from outside the History Department (need permission from the graduate advisor). Your supervisor can help you to decide if this is a suitable option for you.
- (c) One of these can come History Directed Readings Course (one on one readings course with a professor, usually done if there is no suitable course available for the student.). The Graduate Advisor will talk more about this option at orientation.

## PHD Guide for Course Planning

**PHD Program Requirements:** <https://history.ubc.ca/graduate/phd-program/>

**PhDs (Total of 3 courses). Below represents a guideline:**

- 3 courses in year 1 (please refer to [PhD Program Requirements](#) on Department Website)

PhD students must complete three courses. Two of these courses are mandatory: “Professional Development Seminar” and “The Doctoral Research Seminar.” Students choose their third course in consultation with their supervisor. Note that students who have not previously taken a graduate-level historiography course must choose HIST 548D: Historiography for this third course.

### **PhD Coursework:**

In the first two years, PhDs will finish all their "coursework" representing a total of 5 courses.

#### **Mandatory courses in year 1:**

- PhD Professional Development Seminar (HIST 547A)
- Doctoral Research Seminar (HIST 699)

#### **Remaining courses taken in year 1:**

- HIST 548D (Historiography) : Students who have not previously taken a graduate-level historiography course must choose HIST 548D.

#### **Other possibilities for third course:**

- Area and Thematic Course
- Graduate Course offered outside of the History Department
- Directed Readings Course
- Graduate Course through the Western Dean's Agreement

### **PhD Mandatory Courses:**

- **In Year 1 - Course 1: Professional Development Seminar (3 credits). This is a mandatory course taken in Term 1 of Year 1 of the PhD program.**
- **In Year 1 - Course 2: The Doctoral Research Seminar (3 credits). This is a mandatory course taken in Term 2 of Year 1 of the PhD Program.**

### **Other Readings and Topics Courses for PhD Students:**

- **PHDs will register in 1 other graduate course.** With the permission of the Graduate Advisor, students may take this course from outside the History Department in lieu of readings or topics courses. Language courses may not be substituted for graduate readings courses.

**The "Area and Thematic Courses" can come from either the History Graduate Courses below or graduate courses (500 level) from outside the history department. (For example, students with a field of research in China might take a graduate course from the Asian Studies department). Undergraduate course (100 to 400 level) are not eligible for credit towards your PhD Program.**

### **Where can you find graduate courses to meet requirements for "Area and Thematic Courses"?:**

(a) History Graduate Courses

(b) One of these can come from Graduate Courses from outside the History Department (need permission from the graduate advisor). Your supervisor can help you to decide if this is a suitable option for you.

(c) One of these can come History Directed Readings Course (one on one readings course with a professor, usually done if there is no suitable course available for the student.). The Graduate Advisor will talk more about this option at orientation.

## 2. Note on planning for MA students in STS research stream

If you are a MA student in the STS research stream, please see this website for guidelines:

(MA) STS Research Stream: <http://sts.arts.ubc.ca/graduate/ma-degree-requirements/>

As a participating member of the STS research stream, most of your thematic courses will be represented by STS designated courses.

As MA students in the STS Research Stream, you are required to take:

- STS 501
- STS 502 and;
- STS 597.
- MA Thesis as determined by your home department

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### Example of Course Registration for STS students in MA History Program.

#### Year 1:

##### **Year 1, Term 1:**

- -Term 1: HIST 548D (required History course)
- -Term 1: STS 501 (required STS course)
- -Term 1: STS 597\* (required STS course – Full Year Course, See Note below)

##### **Year 1, Term 2:**

- Term 2: STS 502 (required STS course)
- Term 2: Readings and Topic Course (from History or any Graduate Program)
- Term 2: STS 597\* (required STS course – Full Year Course, See Note below)

##### **Year 2, Term 1:**

- Term 1: HIST 599 (required History course)
- It is also possible to take one or more of your “readings and topics courses in Yr 2 (2017).

#### **\*Important Note on HIST 597:**

This is a full year course representing the “STS colloquium” that runs for the entire year in terms 1 & 2. According to a former MA advisor for the STS program, “[HIST 597] will meet weekly, and it isn't a formal seminar so much as a colloquium series: each week we will discuss work-in-progress or a short reading of interest to the STS community, or there will be a talk....I don't think it would necessarily be too much to do the colloquium on top of two courses in the first term because of the nature of the work for 597 is not too onerous - it's really more of a colloquium than a formal course.” Students in the STS research stream should register for 597 in the first year. In the former STS MA Advisor's words, “this is an important part of the STS program and the experience of being part of the STS cohort.”

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This year, if you have any questions about the STS 597 course, please feel free to contact the chair of the STS graduate program: Dr. Alexei Kojevnikov (HIST) at [a.nikov@ubc.ca](mailto:a.nikov@ubc.ca) or Dr. Alan Richardson (PHIL) at [alan.richardson@ubc.ca](mailto:alan.richardson@ubc.ca) .

### 3. Note on planning for PHD students in STS research stream

If you are a PhD student in the STS research stream, please see this website for guidelines:

(PHD) Research Streams in STS: <https://sts.arts.ubc.ca/graduate/phd-degree-requirements/>

At UBC, PhD study in STS is achieved via research streams inside the PhD programs of the Departments of English, History, Philosophy, and Sociology. A student enters the appropriate departmental PhD program and declares an intention to study within the STS research stream. Thus, any given student must fulfill the requirements of the Department in which he is studying, but must also complete the following additional requirements:

- STS 501 (3): Proseminar in Science and Technology Studies
- STS 502 (3): Core Seminar in Science and Technology Studies
- STS 598 (3): PhD Colloquium in Science and Technology Studies

In addition, each student must do a qualifying or comprehensives exam or paper (depending on departmental regulations) in STS and must write a dissertation in a field the program recognizes as STS. The PhD supervisory committee must contain at least one faculty member from outside the student's home Department who is affiliated with the STS program.

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If you have any questions about the STS 597 course, please feel free to contact the chair of the STS graduate program: Dr. Alexei Kojevnikov (HIST) at [a.nikov@ubc.ca](mailto:a.nikov@ubc.ca) or Dr. Alan Richardson (PHIL) at [alan.richardson@ubc.ca](mailto:alan.richardson@ubc.ca).

## 4. Note about graduate students registering in undergraduate courses

**Undergraduate courses and/or undergraduate language courses are not part of the UBC MA or PhD program requirements. As a result, it's not a requirement to register into a language course.** Having said that, Graduate students pay one set tuition fee which allows them to take as many courses as they need/want without incurring any additional fees.

### Why students might consider registering in an undergraduate course?

Some graduate students, if they wish to brush up on the target language of their research, have taken undergraduate language courses either for CREDIT or AUDIT. A secondary (less common) reason to register in an undergraduate course would be to brush up on background knowledge.

### AUDIT vs. CREDIT:

**CREDIT:** If graduate students register for an undergraduate course for CREDIT, they would fully participate in the course (including the final exam) and be assessed a grade at the end of the term.

**AUDIT:** In general, these courses are usually registered as an AUDIT, which allows students to get what they need from the undergraduate course/language course, while still being able to focus on their core graduate seminars. Graduate students must receive permission from the course professor to participate as an AUDIT. They participate in the course (according to expectations laid out by the professor) but do not take the final exam.

**Important:** The reason graduate students need to ask for permission to AUDIT a course is that it's possible to fail an AUDIT if the student does not meet any expectations set out by the professor. The expectations could be as simple as attending lectures/tutorials, or the professor may require the student to participate in group work or certain assignments.

### Cost of taking undergraduate courses:

**COST:** UBC Graduate Students pay a set fee each term and (technically) can register in as many courses (graduate or undergraduate) as they like without incurring any additional cost. In terms of cost, there is no additional financial cost to taking additional undergraduate courses either for CREDIT or as an AUDIT. For confirmation, graduate students will not be charged any additional fees for taking any undergraduate courses.

### How to register in an undergraduate course for CREDIT or as an AUDIT?

1. **Registering in undergraduate courses for credit:** Unless the course specifies any prerequisites, graduate students should be able to register into an undergraduate course for credit on the student service centre (registration system).
2. **Registering in undergraduate course for AUDIT:** Students need to work through the graduate program assistant (me) to register as an AUDIT. If you would like to register into an undergraduate course as an AUDIT:
  - (1) Before the course starts, please contact the professor by email for permission first to register as an AUDIT.
  - (2) Once the professor gives the student written permission, please send a copy to me.
  - (3) If the deadline to drop courses has not passed, I may be able to force register the student as an AUDIT into the course. If I'm not able to force register the student as an AUDIT, then I will help the student prepare a change of registration form.