HPS Graduate Student Handbook

The HPS graduate student handbook is designed to contain everything you need to know to make the most of your time here at Notre Dame, successfully navigating the HPS graduate program and moving towards a career that uses the skills you develop here.

Section 1 lists the requirements for graduation from the HPS program, in as concise a manner as possible.

Section 2 includes the full details of the various program requirements – what constitutes each of the requirements and how they are evaluated.

Section 3 contains advice on how to think about your progress through the program, as you become a practicing, professional scholar of the discipline. This is summarized in a year-by-year table, and is supplemented by additional information on funding and teaching/research assistantships.

Section 4 contains other information on procedures and practices, including our grievance procedure.

Please consult this handbook regularly during your tenure as an HPS graduate student, and share your thoughts on how to improve it with the HPS director. Thank you!

This handbook (2012, 2015) was prepared for you by HPS graduate students Charles Pence, Richard Oosterhoff and Pablo Ruiz de Olano, with Katherine Brading. It is based on the previous version by Don Howard.

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1. Requirements

The total number of course credit hours required is **62** on the History and Philosophy tracks and **52** on the Theology track. Most HPS graduate courses count for three credit hours, but you should check the course listings for the credit hours associated with a given course.

1.1 Course Requirements

You should work with the basic framework given below. Given a compelling reason, substitutions can be made subject to the approval of the HPS Director and the relevant departmental DGS.

HPS courses cross-listed by the History Department automatically fulfill the history of science requirement. HPS courses cross-listed by the Philosophy Department automatically fulfill the philosophy of science requirement. For all other HPS courses, please consult the HPS director for information on whether a specific course fulfills a specific HPS course requirement.
History Track

You must take the following courses (18 courses excluding the HPS colloquium):

- **History Proseminar**: 1 course (first semester)
- **HPS Colloquium**: HPS 83100 (each of the first four semesters; this is the HPS reading group which meets Tuesday afternoons and the HPS speakers)
- **History of Science**: 4 courses
  - This requirement is almost always satisfied by HPS 83601 (History of Science, Technology, and Medicine to 1750), HPS 83602 (History of Science, Technology, and Medicine since 1750), and two courses of the student’s choosing
- **Philosophy of Science**: 3 courses
  - This requirement is almost always satisfied by: HPS 83801 (Philosophy of Science), HPS 93811, (History of Philosophy of Science (HOPOS) to 1750), and HPS 93812, (HOPOS from the Scientific Revolution to 1900)
- **History First-Year Research Seminar**: 1 course (second semester)
- **The Historical Profession**: 1 course (third semester)
- **Area History**: 8 courses (chosen from History department offerings, HPS courses, and graduate courses in other departments as appropriate, and in consultation with the student’s advisor)

Philosophy Track

You must take **18** full graduate seminars. **Note**: The HPS colloquium, philosophy proseminar, TA orientation, and teaching practicum do not count toward this total of 18 courses.

The following courses must be taken:

- **Philosophy Proseminar**: PHIL 831045 (first semester of first year)
- **HPS Colloquium**: HPS 83100 (taken four times, the first four semesters; this is the HPS reading group which meets Tuesday afternoons and the HPS speakers)
- **Logic**: PHIL 83901 (or a more advanced course with approval of the philosophy DGS, or an exam)
- **Distribution Areas**: Four courses: HPS 83801, Philosophy of Science; at least one more from Area I; and at least one from Area II:
  - **Distribution Area I**: Philosophy of mind, metaphysics, epistemology, philosophy of language, philosophy of science, philosophy of logic, philosophy of mathematics
  - **Distribution Area II**: Ethics, aesthetics, political philosophy
- **Philosophy of Science**: Three courses in the philosophy of science
  - This requirement is almost always satisfied by: HPS 83801, Philosophy of Science; HPS 93811, History of Philosophy of Science (HOPOS) to 1750; and HPS 93812, HOPOS from the Scientific Revolution to 1900
• **History of Science**: Four courses in the history of science
  o This requirement is almost always satisfied by HPS 83601, History of Science, Technology, and Medicine to 1750; HPS 83602, History of Science, Technology, and Medicine since 1750; and two courses of the student’s choosing

• **History of Philosophy**: Three courses in the history of philosophy, from at least two of the three historical periods (Ancient, Medieval, Modern)

• **Philosophy TA Orientation**: PHIL 85104, taken before or during the first semester in which the student first TAs (usually fall of year two)

• **Philosophy Teaching Practicum**: PHIL 85105, taken before teaching a course for the first time (usually spring of year four)

**Important Notes on Double-Counting:**
(1) Double-counting to satisfy the distribution requirements does not lower the total overall number of courses required.
(2) The following double-counts are available:
  • A course satisfying the Philosophy of Science requirement can be used to *double-count*, also satisfying the philosophy of science requirement in Distribution Area I.
  • HPS 93812 (HOPOS II) can be used to *double-count*, also satisfying the History of Philosophy requirement for the Modern period.
  • In some cases it may be possible to double-count HOPOS I or other HPS courses towards the History of Philosophy requirement, but this will be assessed on a case-by-case basis through consultation with the director of HPS and the DGS of philosophy.

**Theology and Science Track**

You must take the following courses:

• **HPS Colloquium**: HPS 83100 (each of the first four semesters; this is the HPS reading group which meets Tuesday afternoons and the HPS speakers)

• **History of science**: 2 courses
  o This requirement is almost always satisfied by HPS 83601 (History of Science, Technology, and Medicine to 1750) and HPS 83602 (History of Science, Technology, and Medicine since 1750)

• **Philosophy of Science**: 2 courses
  o This requirement is almost always satisfied by two of: HPS 83801 (Philosophy of Science), HPS 93811, (History of Philosophy of Science (HOPOS) to 1750), and HPS 93812, (HOPOS from the Scientific Revolution to 1900)

• **HPS elective courses**: 3 courses (one of which should be a cross-list with Theology in the student’s major area of concentration)

• **Theology Courses in Area of Concentration**: 7 courses
1.2. Program Requirements

In the following tables, the indications in square brackets ([phil.], [hist.], or [HPS]) indicate either the department in charge of administering the requirement, or the department in charge of setting the given deadline (i.e., if a deadline is marked [HPS], this deadline holds regardless of the deadline presented in the philosophy or history handbooks).

**History Track**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required Date</th>
<th>Recommended Date (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year oral exam [hist.]</td>
<td>End of 2\textsuperscript{nd}/4\textsuperscript{th}\textsuperscript{*} semester [hist.]</td>
<td></td>
</tr>
<tr>
<td>Candidacy / fields exam [hist.]</td>
<td>End of 8\textsuperscript{th} semester, before proposal defense [grad school]</td>
<td>Start in 6\textsuperscript{th} semester, take in beginning of 7\textsuperscript{th} semester</td>
</tr>
<tr>
<td>Dissertation proposal [HPS]</td>
<td>End of 8\textsuperscript{th} semester [grad school]</td>
<td></td>
</tr>
<tr>
<td>Dissertation and defense [HPS]</td>
<td>Graduation [grad school]</td>
<td></td>
</tr>
<tr>
<td>Two foreign languages [HPS]</td>
<td>Before proposal defense [hist.]</td>
<td>Before candidacy exam</td>
</tr>
</tbody>
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*This exam is usually, although not always, deferred until the end of the second year for HPS students.

**Philosophy Track**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required Deadline</th>
<th>Recommended Date (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>History comps [phil.]</td>
<td>Summer after 2\textsuperscript{nd} year [HPS]</td>
<td></td>
</tr>
<tr>
<td>Qualifying papers [phil.]</td>
<td>End of 6\textsuperscript{th} semester [HPS]</td>
<td></td>
</tr>
<tr>
<td>Orals [phil.]</td>
<td>End of 8\textsuperscript{th} semester, before proposal defense [grad school]</td>
<td>Start in 6\textsuperscript{th} semester, take by end of 7\textsuperscript{th} semester</td>
</tr>
<tr>
<td>Dissertation proposal [HPS]</td>
<td>End of 8\textsuperscript{th} semester [grad school]</td>
<td></td>
</tr>
<tr>
<td>Dissertation and defense [HPS]</td>
<td>Graduation [grad school]</td>
<td></td>
</tr>
<tr>
<td>Two foreign languages [HPS]</td>
<td>Graduation [HPS]</td>
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</tbody>
</table>

**Theology and Science Track**

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5
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required Date</th>
<th>Recommended Date (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidacy exams [theo.]</td>
<td>End of 6th semester [HPS]</td>
<td></td>
</tr>
<tr>
<td>Dissertation and defense [HPS]</td>
<td>Graduation [grad school]</td>
<td></td>
</tr>
<tr>
<td>Language requirement [theo.]</td>
<td>End of summer of 2nd year [theo.]</td>
<td></td>
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2. Requirement Details

This section includes details about each of the preceding requirements.

2.1. History Track

First-Year Oral Exam

The history department administers this requirement, at their discretion, and in many cases it is deferred to the second year for HPS graduate students. It consists of an informal discussion with two History Department faculty members, and is intended as an opportunity to reflect on your first year (or two years) of graduate history courses, and to look forwards to what is coming next. Consult the history department graduate guide for details.

Candidacy Examination

In the fifth, and certainly by the sixth, semester the student begins preparation for Ph.D. candidacy examination in five fields, set by an examination board composed of five faculty appointed by the HPS program director in consultation with the DGS of history. Two of the fields will be in specialized areas in the history of science, technology, and medicine, two in other history fields, and one in the philosophy of science. The student, under the advisement of their advisor and the HPS program director and the DGS of History, initiates meetings with examiners early in the spring semester. Usually the student and examiner for each field will finalize a list of books and/or articles by the end of the spring semester. The exam itself typically takes place in late summer or early in the seventh semester.

The examination is in two parts, written and oral, with the oral occurring within ten days of successfully passing the written. Each examiner will set a two-hour written examination for their field; all five of these exams must be completed within one week. After the written examination has been passed by three of the five examiners, students
move on to the oral exam, in which the same examining board may question the student for not less than ninety minutes and not more than two hours. At least three of five examiners must agree on passage for the student to progress to candidacy for the Ph.D.

It is the student’s responsibility to work with the examiners to determine the overall schedule along with a date and time for the oral exam. The HPS Administrative Assistant will then determine the location for the oral exam, confirm the arrangements with the student and with the examiners, and notify the Graduate School.

**Foreign Languages**

The language requirement for Ph.D. candidates in the history track is a reading knowledge of two foreign languages, including one modern foreign language. Normally, this requirement is fulfilled by the completion of the standard University graduate reading course and exam, administered regularly by the language departments, or the Medieval Institute’s Latin exam. Notes: (1) If a language competency is central to the student’s research, then study of that language that goes beyond the reading course may be necessary. (2) Those pursuing work in the area of Medieval History of Science will normally be expected to satisfy the Medieval Institute Latin Examination.

**2.2. Philosophy Track**

**History Comps**

The philosophy department administers this requirement; consult the philosophy graduate guide for details.

**Qualifying Papers**

The philosophy department administers this requirement; consult the philosophy graduate guide for details.

**Orals**

Before beginning work on the dissertation proposal (and usually in the fall of year 4), the student will take the oral qualifying exam. This exam normally includes readings in core philosophy of science topics and in the student’s dissertation area. The reading list is usually constructed by the student, in concert with past HPS-student reading lists (available in the philosophy office), the student’s advisor, and the orals committee.

The committee that evaluates the oral exam consists of the student’s advisor and four other members, appointed by the director of HPS in consultation with the DGS of philosophy.
The exam itself is a one and a half hour exam administered by the advisor and committee, which usually consists of two rounds of questioning (15-minute question periods from each committee member, followed by 5-minute question periods from each committee member). At the request of the student, the Philosophy department secretary is responsible for scheduling the time, date, and location of the exam. This scheduling takes at least four weeks and can take longer, so the student needs to initiate this process in good time. Students who fail the oral exam may, by permission of the committee, retake the exam at a later date, within one year of the original failure. Failure of the retake constitutes automatic dismissal from the graduate program.

Foreign Languages

The language requirement for Ph.D. candidates in the philosophy track is a reading knowledge of two foreign languages.

Normally, this requirement is fulfilled by the completion of the standard University graduate reading course and exam, administered regularly by the language departments, or the Medieval Institute’s Latin exam. The two languages must be “technical languages” for your area of study; most students take French and German, but other languages may be accepted if the DGS and advisor consent. Note: If a language competency is central to the student’s research, then study of that language that goes beyond the reading course may be necessary.

2.3 Theology and Science Track

Candidacy Examination

Students take their candidacy exams in the spring of their third year in the program. The candidacy exam covers 10 topic areas: 7 in the student’s major area of concentration in theology; 3 in history or philosophy of science.

One of the seven theology topics should focus on the student’s proposed area of dissertation research.

The committee will be chosen jointly by the HPS program director and the DGS in theology. At least two of the student’s committee members will be HPS faculty.

Foreign Languages

Theology track students are expected to fulfill the language requirement for the theology doctoral program, which is two modern research languages (typically French and German) and one classical language (typically Greek or Latin). Consult the theology graduate guide for details.
2.4 Common Requirements

The dissertation proposal and dissertation requirements are the same for all HPS students. Where required, references to the student’s “affiliated department” refer to philosophy, history, or theology, according to the student’s track.

Dissertation Proposal

After passing the oral exam, the student should see the HPS administrative assistant for assistance in filling out the application for PhD form. The student will begin preparation of a dissertation proposal under the guidance of their dissertation director. The student prepares a written proposal for research in a particular area, the length of which is decided upon by the director. The content of the proposal varies depending on the project, and should be produced under the guidance of the dissertation director. (Some elements likely to be among those included are a description of the topic, central questions to be treated in the dissertation, an account of the general approach taken with respect to those questions, a preliminary chapter outline, an explanation of how the student’s project relates to the extant literatures and problematics, a tentative schedule for the research, and a description of special research challenges, such as the need to visit archives or do field work.)

A proposal evaluation committee (not necessarily identical with the orals committee) will be appointed by the HPS program director, in consultation with the student’s research director and the DGS in Philosophy. The committee consists of five faculty, containing the dissertation director and four other faculty members.

This proposal evaluation committee will meet with the student to discuss the proposal and then decide, by majority vote, to approve, reject, or request modifications in the candidate’s proposal. The student is responsible for finding a time and date for this exam that works for all the committee members. At the request of the student, the HPS Administrative Assistant will schedule the location of the exam and confirm the arrangements with the committee members and the student. The dissertation proposal must be approved by the end of the eighth semester to satisfy Graduate School requirements for continued funding.

Dissertation

Once the proposal is approved, the student will prepare a dissertation under the supervision of the student’s research director. Beginning in the first semester after approval of the dissertation proposal and continuing until the thesis is completed, the student must provide:

1. A report on dissertation progress at the end of each semester. This report must include a chapter-outline and a statement of the progress made on each chapter. This report is to be submitted to the thesis advisor, the Director of HPS, and the
student’s affiliated department DGS.

2. New work at least once per semester. This work is to be submitted to the thesis advisor, with a copy to the Director of HPS, and the student’s affiliated department DGS.

Beginning in the first year after approval of the dissertation proposal and continuing until the thesis is completed, the student must meet with each of his or her committee members by the end of each academic year.

When the dissertation is completed, it must be approved by the director and three readers appointed by the director of HPS. The readers are normally drawn from the committee that approved the original proposal. The readers must be given at least four weeks in which to read a dissertation and approve it for defense. Once it is approved, the Graduate School must be notified and the defense can then take place.

**Dissertation Defense**

The purpose of a dissertation defense is to offer the doctoral candidate an opportunity to support the claims, procedures, and results of the dissertation. The defense is the traditional instrument that enables the candidate to explore with the committee the dissertation’s substantive and methodological force. In this way, the candidate and the committee confirm the candidate’s scholarly grasp of the chosen research area and original contribution to knowledge.

The dissertation defense is a meeting, open to the public, in which the student responds to questions and comments from the dissertation director and the readers (normally in one round of ten minutes and another of five minutes with each committee member). If the student agrees, questions may then be presented by anyone else present. The director and readers may require revisions of the dissertation as a result of weaknesses revealed in the oral defense. At the end of the defense, the director and readers decide whether the student has passed or failed the defense. Three votes out of four are required to pass the defense.

In the (extremely rare) case of a failure, the student is required to undertake a second defense. Anyone failing the defense a second time may be declared ineligible for a doctorate by the faculty.

After successfully defending the dissertation and making any necessary changes, the candidate must then present two clean copies, signed by the dissertation director, to the Graduate School for final approval and submission. The dissertation must be formatted in accordance with the ProQuest/UMI guidelines and with the graduate school’s formatting guide, which are available on the graduate school’s web page. The candidate pays the binding costs for the two official copies required by the Graduate School, for any personal copies desired, and for the required microfilming costs.
2.5 Masters

The HPS program is a Ph.D. program and we do not accept applications from students seeking a master’s degree. Students enrolled in our Ph.D. program may be awarded the following types of master’s degree. (Students enrolled in a different Ph.D. program at the University of Notre Dame are eligible to enroll for a concurrent master’s in HPS: see the HPS website for more details.)

The “En Passant” Master’s Degree

Regular HPS Ph.D. students are entitled to receive a Master’s degree once they have completed the written and oral examinations for Ph.D. candidacy. You may elect to receive your Master’s degree in HPS or (for philosophy and history track students) in your home department discipline.

The Research Master’s Degree

Students choosing to leave the HPS Program or who are discontinued by the HPS Program may elect to do a terminal, research Master’s degree in HPS, which must be completed within 5 years of entering the program. The requirements are as follows:

- Thirty hours of course work in HPS or related fields, including at least three courses in history of science and three in philosophy of science.
- Reading knowledge of one foreign language.
- An extended research paper or formal M.A. thesis.
- A one-hour oral examination of the extended research paper or formal M.A. thesis.

Six hours of course credit will be awarded for the extended research paper or formal M.A. thesis.

3. Professional Development

The structure of the program is three years of coursework, followed by two (and often more) years of dissertation work. Your primary goal during this process is to become a scholar. The following is intended to help you think about your progress through the program in the light of this goal.

3.1 Coursework: How to Approach It

The ND HPS program aims to train philosophers, historians and theologians who are also trained in history and philosophy of science. As such, you will meet essentially the same
coursework requirements as those of your colleagues in your home department, along with additional HPS specific requirements.

You will take many courses that lie outside your specific area of research interest. As you begin these broad coursework requirements, make a note of which questions and issues interest you. Follow up some of your questions with your professors. Share your papers with your fellow students: this will help you begin your scholarly discussions with your cohort (and future colleagues in the field), and will also help you gauge how you are doing. Use some of the coursework requirements to pursue and develop your own research interests.

The HPS colloquium, taken for credit in each of the first four semesters in the program, is central to the life of the program. In these first four semesters, you are expected to attend all of the HPS reading group meetings (including organizational meetings) and all of the HPS colloquium talks. Attending these talks, and associated social events, provides you with an opportunity to develop your professional ties beyond Notre Dame.

Practical note: You must be registered for nine credit hours every semester. As you complete your coursework requirements, register for an appropriate number of hours of “HPS 98699 Research and Dissertation”.

**Directed readings**

A directed reading is an opportunity to work closely with a professor, and it counts as one of your courses. Directed readings are to be used sparingly, and usually fall into one of two categories: (1) You wish to do specialized work in the active research area of a faculty member; (2) An area usually covered by standard courses, which is important for your research, is not being covered. In either case, you should approach the relevant member of the faculty realizing that you are asking that person to allocate a portion of their research time to teaching you: faculty do not get teaching credit for the directed readings that they undertake.
### 3.2 Program Overview, Year by Year

The following is intended to help you think about how you navigate your way through the program: it is *not* a set of mandatory rules!

<table>
<thead>
<tr>
<th>Year</th>
<th>Program Involvement</th>
<th>Research</th>
<th>Teaching</th>
<th>Career</th>
</tr>
</thead>
</table>
| 1    | Get to know faculty and fellow students  
     | Present at reading group | Coursework | Fellowship year: no teaching duties | Join professional organizations (especially PSA/HSS)  
     |                   | Choose an adviser for orals [P] or candidacy exams [H & T]  
     |                   | Study for comps during the summer [P] | TA | Perhaps attend conferences  
     |                   | | Start building teaching portfolio | Perhaps submit abstracts / papers to conferences  
     |                   | | | Start developing your network |
| 2    | Contribute to a reading group proposal | Use qualifying papers [P] to develop research interests  
     |                   | Use orals [P] or candidacy exams [H & T] as a chance to develop ideas for dissertation | Focus on developing teaching skills and building portfolio | Submit to conferences and possibly to journals  
     |                   | | | Look for fellowship/grant opportunities |
| 3    | Pursue leadership and service options (e. g. organize events)  
     | Share your research with members of the program | Focus on orals and proposal [P]  
     |                   | Take candidacy exams and devise a dissertation proposal [H & T] | Continue developing teaching skills and building portfolio | Apply for fellowships/grants for Year 5 |
| 4    | Continue to pursue leadership and service options  
     | Mentor junior grad students | Focus on dissertation  
     |                   | Defend if possible | Fellowship year: no teaching duties | Apply for fellowships/grants for Year 6  
     |                   | | | Prepare writing sample, if possible  
     |                   | | | Get letter writers |
| 5    | Demonstrate leadership and engagement | Focus on dissertation  
     |                   | Defend if possible | Fellowship year: no teaching duties | Apply for fellowships/grants for Year 6  
     |                   | | | Prepare writing sample, if possible  
     |                   | | | Get letter writers |
| 6    | As above. | Defend dissertation, if possible | Teach | Apply for jobs |
| 7    | As above. | Defend dissertation | Teach | Apply for jobs |
3.3 Funding and TA/RA Responsibilities

The standard package is a nine month stipend plus full tuition remission for five years. Years 1 and (typically) 5 are fellowship years in which there are no assistantship duties. In years 2, 3 and 4, students assume teaching assistantships or research assistantships. These responsibilities are determined by the HPS director, in accordance with the needs of the program, and with the intention that these duties provide important professional development opportunities. Students are expected to spend no more than an average of 10 hours per week on their TA/RA assignments.

Funding Beyond Year 5

It is not unusual for a Ph.D. in HPS to take more than five years, and it is desirable to supplement the five years of Graduate School funding with at least one year of external support. You are expected to apply for external grants whenever possible, and typically by Year 4 in the program. If Year 5 (for example) is supported externally, then your fifth year of Graduate School support can be deferred until Year 6 of your studies.

Summer Funding

Some HPS summer funding is sometimes available. This is awarded on the basis of two main criteria: students who are more senior in the program, and those who are engaged in a research project over the summer with an HPS faculty member, receive priority.

However, unless and until we are able to move to 12 month stipends, students should plan to support themselves during the summer months. In some cases this can be done by working as a research assistant for a faculty member who has her/his own funding, or you may apply for and win a grant (internal or external).

Travel Funding

You are strongly encouraged to travel to workshops and conferences. Students wishing to deliver papers at professional meetings, including graduate student meetings, will be supported, at least in part, by the HPS Program. To apply for HPS support, you must:

• apply for GSU funding whenever possible
• apply for other sources of funding where appropriate (see the Graduate School website for potential sources of funding)
• submit an application including a budget to the HPS director, prior to your travel.

You may also apply to the Graduate School for professional development funding. Should you receive an award from the Graduate School, you will need to apply for an external grant or fellowship in order to be eligible to apply for further Graduate School awards.
Teaching Assistantships

Students are typically assigned teaching assistantships in their home department, in the Science, Technology and Values undergraduate minor, or in the Program of Liberal Studies.

You should expect to TA for a faculty member during your junior years, and progress to teaching your own course towards the end of your time in the program. For example, you might TA for the Science, Technology and Values undergraduate minor core course in the fall of a given year, and then teach your own section of this course the following spring.

You should use these teaching opportunities to build your teaching portfolio (consisting of syllabi, exams, student evaluations, and professor evaluations of your teaching) and to develop your skills as a teacher.

Research Assistantships

Research assistantships to which HPS graduate students are assigned include the following:

- RA to the HPS director (1 position)
- RA for the History of Science Society (2 positions)
- RA to the Editor for Studies in History and Philosophy of Science (1 position)

To learn more about the duties involved in these positions, you should talk to the graduate students who currently hold these RAships.

You should use these assistantship opportunities to learn more about the profession: how various aspects of it work, and the people involved in it.

3.4 Fifth Year Fellowship

The dissertation fellowship, typically taken in the fifth year, is a year free of assistantship duties. In consultation with your dissertation advisor and the HPS director, you might consider spending the year, or part of it, at another institution. This would enable you to experience a different intellectual environment and graduate student culture. History track students may decide to use part of this year for archive work away from Notre Dame.

3.5 Career Opportunities

While many of our students take tenure-track positions, other opportunities which build
on your Ph.D. are also available to you. You are strongly encouraged to work with the Graduate School from early on, developing your knowledge of the career opportunities available to you, and the skills and materials that will help you in pursuing these opportunities. Be warned: preparing job application materials is very time-consuming, so start early. You are encouraged to consult the list of HPS alumni on our webpage, and to contact people on that list for advice.

4. Honesty Code, Personal Misconduct, Sexual Harassment, Grievance Process

The HPS Program is governed by all University policies concerning Honesty Code and Sexual Harassment policies. Issues of personal misconduct are handled by Student Affairs. For issues of sexual or discriminatory harassment or disability-related grievances please consult du Lac: A Guide to Student Life at http://orlh.nd.edu/dulac/.

4.1 HPS Grievance Process

This process is restricted to academic issues leading to dismissal from the program. An appeal is a two-step process; the first is through the program. If the student does not agree with the program’s decision, she or he may appeal to the Dean of the Graduate School, who makes the final determination. The Graduate School’s grievance process can be found at: http://graduateschool.nd.edu.

Continuation in the HPS program requires satisfactory performance in coursework and research, and completion of a number of staged requirements en route to the dissertation defence. Some of these requirements are administered by the student’s home department (History, Philosophy, Theology), and some are administered by HPS. Details of the requirements are provided in sections 1 and 2 of this handbook.

A student may be dismissed if his or her performance in the program is not satisfactory:

• If a student fails to pass a program requirement, the Director of HPS will write to the student informing him or her of the failure and providing information about any recourse of action that the student may have.

• If a student is performing poorly, the Director of HPS will provide the student with a written notice about the poor performance, indicating the expectations necessary to remain in the program, and giving the student a specific time when he or she will be re-evaluated.

We take our responsibilities towards our students seriously: these steps are intended to ensure that dismissal does not come as a surprise to any student.

If a student is dismissed for unsatisfactory academic performance, he or she may appeal the program’s decision. The following process must be followed:

• Complaints must be initiated by a written statement from the student to the Director of HPS within 10 business days from the time when the student is
informed of dismissal.

- To hear the appeal, the Director of HPS appoints an *ad hoc* committee composed of three members: him/herself and at least two faculty members unconnected factually with the case or the reasons for the appeal. A graduate student can replace one of the two faculty members on the committee if the nature of the appeal warrants such.

- If the Director of HPS has been involved in the case, the appropriate associate dean of the college should appoint the committee and designate the person to serve as its chair.

- The student’s statement should provide details of the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important, and the relief requested.

- The appeals committee will promptly and thoroughly investigate the appeal to determine whether the relief requested is warranted. The investigation may include interviews and/or written statements from the student, any student witnesses, faculty or staff members who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents.

- In most situations, the appeals committee will complete the investigation in 30 business days. There may be some reports that cannot be investigated within 30 business days. In such cases, the chair of the appeals committee will communicate to the student that the investigation is going to take longer than 30 business days and will also include a statement indicating when the committee anticipates completing the investigation.

- The Director of HPS will notify the student in writing of his/her decision. If the chair has been involved in the case, the decision will be made by the designated chair of the *ad hoc* committee.