

**M.A. in History Handbook**  
**Department of Humanities**  
**Texas A&M University – Central Texas**



**TEXAS A&M**  
**UNIVERSITY**  
**CENTRAL TEXAS**

**2017 – 2018**

This handbook is designed to provide information for completion of the Master of Arts (M.A.) in History. Questions about the information contained within this document should be directed to the Graduate Coordinator.

Revised June 29, 2017

## Welcome

Welcome to the M.A. in History in the Department of Humanities. Just as it is a privilege for you to be able to attend TAMUCT, it is a privilege to teach you over the course of your career here.

### Mutual Expectations and Responsibilities

The M.A. in History, the Department of Humanities, the College of Arts and Sciences, and the Office of Graduate Studies all expect and demand of you intellectual engagement and curiosity, academic integrity, and professionalism. In return, the M.A. in History and its faculty pledge to provide a challenging and safe learning environment, to hold you to high academic standards, and to be professional in all its contact with you. Furthermore, Texas A&M University – Central Texas offers the necessary academic resources and ancillary services to support you in your career here. If you should have concerns about your ability to meet expectations or requirements, please consult with the Graduate Coordinator.

### M.A. in History Directory

<u>Name</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>	<u>Title</u>	<u>Specialization</u>
Dillman, Jefferson	217 FH	(254) 519- 5441	<a href="mailto:j.dillman@tamuct.edu">j.dillman@tamuct.edu</a>	Adjunct Professor	Transatlantic world, slavery, Caribbean, landscape studies
Hemmis, Timothy	217O FH	(254) 501- 5931	<a href="mailto:themmis@tamuct.edu">themmis@tamuct.edu</a>	Assistant Professor	Colonial America, Revolutionary America, and the Early Republic; American War and Society
Jones, Jerry	217S FH	(254) 519- 5446	<a href="mailto:jerry.jones@tamuct.edu">jerry.jones@tamuct.edu</a>	Dean; Professor	Modern U.S. and Europe; military and diplomatic

McDaniel, Cadra	217B FH	(254) 501- 5932	<a href="mailto:cadra.mcdaniel@tamuct.edu">cadra.mcdaniel@tamuct.edu</a>	Assistant Professor	Russian and Soviet culture and foreign affairs; European culture and politics
Nichter, Luke	217Q FH	(254) 519- 5735	<a href="mailto:luke_nichter@tamuct.edu">luke_nichter@tamuct.edu</a>	Graduate Coordinator; Professor	20 <sup>th</sup> century U.S. political and international
Tucker, Gene	217 FH	(254) 519- 5441	<a href="mailto:gene.tucker@tamuct.edu">gene.tucker@tamuct.edu</a>	Adjunct Professor	Colonial Atlantic, Texas, Cartographic history

### Other Important Contact Information

<u>Office</u>	<u>Location</u>	<u>Phone</u>	<u>Website</u>
Office of Student Conduct	105 WH	(254) 501-5877	<a href="http://tamuct.edu/departments/studentconduct/index.php">tamuct.edu/departments/studentconduct/index.php</a>
College of Arts and Sciences	217 FH	(254) 519-5441	<a href="http://tamuct.edu/departments/artsandsciences/">tamuct.edu/departments/artsandsciences/</a>
Counseling Center	207 WH	(254) 501-5955	<a href="http://tamuct.edu/departments/counseling-services/counselingcenter.php">tamuct.edu/departments/counseling- services/counselingcenter.php</a>
Information Technology Services	113 FH	(254) 519-5466	<a href="http://tamuct.edu/departments/informationtechnology">tamuct.edu/departments/informationtechnology</a>
Office of Graduate Studies	424 FH	(254) 519-5468	<a href="http://tamuct.edu/departments/graduatestudies/">tamuct.edu/departments/graduatestudies/</a>

Office of Research	418 FH	(254) 519-5741	<a href="http://tamuct.edu/departments/research/">tamuct.edu/departments/research/</a>
Student Financial Assistance	108 FH	(254) 501-5854	<a href="http://tamuct.edu/departments/financialaid/">tamuct.edu/departments/financialaid/</a>
Student Government Association	105 WH	(254) 501-5909	<a href="http://tamuct.edu/departments/studentgovernment/">tamuct.edu/departments/studentgovernment/</a>
University Library	Warrior Hall	(254) 519-5798	<a href="http://tamuct.edu/departments/library/">tamuct.edu/departments/library/</a>
University Writing Center	416 WH		Email Dr. Bruce Bowles, Jr. ( <a href="mailto:bruce.bowles@tamuct.edu">bruce.bowles@tamuct.edu</a> )
Veterans Affairs Center	221 FH	(254) 519-5423	<a href="http://tamuct.edu/departments/veteransaffairs/">tamuct.edu/departments/veteransaffairs/</a>

### **How to Register for Classes**

The easiest way to register is online, through Warrior Web. Detailed instructions are available here: [tamuct.edu/departments/registrar/registration-instructions.php](http://tamuct.edu/departments/registrar/registration-instructions.php). If you have any trouble registering for courses, you should contact the Office of the Registrar at (254) 519-5452.

### **How to Track Degree Progress**

Students are encouraged to track degree progress during their career at Texas A&M University – Central Texas. The easiest way to do this is through Warrior Web. You should check your degree progress at least once a semester to ensure that it is accurate. You will be allowed to graduate only if Warrior Web indicates that you have fulfilled all degree requirements, so make sure that it is accurate and up-to-date. The degree check sheet has also been attached at the end of this handbook. If you have any questions, ask the Graduate Coordinator.

### **Questions?**

For any matter concerning academics, answers to many of the commonly asked questions are in this handbook. If you cannot find the answer, check the website for the Office of Graduate Studies, then the Graduate Coordinator. Another good resource is Yvonne Imergoot in the College of Arts and Sciences. For matters affecting graduate students more generally at Texas A&M University – Central Texas, contact the Student Government Association.

## **Your Degree, Your Responsibility**

You are ultimately responsible for your education. The M.A. in History, the Department of Humanities, the College of Arts and Sciences, the Office of Graduate Studies, and Texas A&M University – Central Texas offer many resources to help you to complete your goals and beyond. However, it is up to you to be aware of deadlines, to fill out the requisite forms, and to make sure that you are fulfilling educational and administrative requirements. In other words, you are responsible for making sure that you fulfill all academic and financial obligations associated with being a graduate student in the M.A. in History program at Texas A&M University – Central Texas.

### **M.A. in History Overview**

M.A. in History students at Texas A&M University – Central Texas enjoy numerous program options, academic resources, and financial aid opportunities. The program's main strengths lie in U.S. history, modern European history, modern East Asian history, and diplomatic and military history. The M.A. in History offers two master's degree options, including a thesis and a non-thesis option.

All students are required to take HIST 5300: Elements of Historical Inquiry and HIST 5380: Historiography and Historical Method. HIST 5300 should be taken early in the degree, and it is typically offered during the fall semester. HIST 5380 is a capstone, and should be taken late in the degree. It is typically offered during the spring semester. HIST 5300 is a pre-requisite for HIST 5380.

Beyond these two required courses, students are free to enroll in any graduate history course. With permission of the Graduate Coordinator, it is also possible to enroll in graduate-level offerings in related departments and programs. All students must take at least one research seminar, designated as Selected Topics courses. These carry the course prefixes HIST 5320, HIST 5322, and HIST 5342. Students may retake any course that carries the same catalog number, e.g. HIST 5343, as long as the topic varies.

### **Guidelines and Procedures for M.A. in History Students**

The following guidelines and procedures are intended to acquaint students working towards the M.A. in History degree with the general operations of the program and to provide a clear statement of certain degree requirements. Students are also urged to read carefully the requirements and regulations for the M.A. in History as stated in the Graduate Catalog, which also appear in the appendices to this handbook.

1. Administration: The Graduate Coordinator, in consultation with program Graduate Faculty, administers the M.A. in History program.

2. General Policies and Requirements: The following policies and requirements apply to all students:
  - a. Thesis students should obtain a copy of the Thesis Manual from the Office of Graduate Studies.
  - b. All students are required to take HIST 5300: Elements of Historical Inquiry and HIST 5380: Historiography and Historical Method.
  - c. All students must take at least one research seminar, designated as Selected Topics courses. These carry the course prefixes HIST 5320, HIST 5322, and HIST 5342.
  - d. Courses identified as directed readings typically include a significant written component of some kind, whether an annotated bibliography, historiographical essay, research paper, or literature review.
  - e. Students must apply for graduation. The deadlines for graduation applications are set each semester by the Office of Graduate Studies. Students must be continually enrolled for at least one credit hour each long semester until the student graduates.
  - f. Students with incomplete grades must complete all course requirements by the deadlines stated in the contract with their instructor. Failure to do so may result in an automatic F grade for that course and the inability to graduate.
  - g. The M.A. in History program follows the Chicago/Turabian documentation style. For more information, consult the latest edition of Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations*.

### **Foreign Language Requirement**

The M.A. in History requires students to demonstrate reading proficiency in a foreign language. There are a variety of ways to meet this requirement:

1. Undergraduate coursework: If a student has taken a foreign language through the intermediate level, the requirement has been met. Obtaining proficiency at the intermediate level is normally achieved through a sequence of courses as typically follows: Elementary I (4 credit hours), Elementary II (4 credit hours), Intermediate I (3 credit hours), and Intermediate II (3 credit hours), for a total of 14 credit hours. This coursework could have been part of the student's undergraduate degree or taken at another time. All coursework must have received a grade of C or higher.
2. Readings course: Each academic year, Texas A&M University – Central Texas offers a Spanish course designed to help M.A. in History students achieve reading and translation proficiency. This course is called SPAN 3600: Spanish Readings. In this one 6 credit hour course, students can meet the entire foreign language requirement in one semester. The course is offered on a pass/fail basis, and no prior Spanish ability is expected.

3. Standardized test: Students who have obtained foreign language proficiency through some other method – independent study, travel, or work – can choose to take a CLEP exam in lieu of additional coursework. Information about CLEP exams can be found here: [clep.collegeboard.org/exam](http://clep.collegeboard.org/exam). The M.A. in History will follow the guidelines established by the Registrar’s Office for awarding credit for four semesters of foreign language (the required score varies by language).

### **Thesis Option**

Each student will complete a thesis under the direction of a thesis advisor. The thesis advisor will chair the student's thesis committee, which will be composed of a minimum of two faculty members who must be members of the Graduate Faculty. The student will not begin work on the thesis prior to completion of 24 hours of course work and will enroll in HIST 5388: Thesis only with prior approval of the Graduate Coordinator. Only six hours of HIST 5388: Thesis may count towards graduation.

The thesis will be prepared in accordance with the procedures specified by the Office of Graduate Studies. Upon completion of the thesis, the student will sit for an oral defense before their thesis committee. The six credit hours of thesis may be together in a student’s final semester, or they can be spread out over the final semesters. However, once the student begins enrollment in thesis hours, the student must maintain continuous enrollment of at least one credit of thesis hours per semester until the student graduates.

The thesis topic should be agreed upon in consultation between the student and the thesis advisor. The thesis topic must be approved by the Office of Graduate Studies by filing the Thesis Proposal Approval Form available from the Office of Graduate Studies Forms web page. Deadlines related to the thesis are also available on that website, including deadlines related to submitting the topic approval form, the defense deadline, and filing an electronic copy of the thesis.

The requirements for the thesis are determined by the thesis advisor in consultation with the thesis committee. Thesis committee members will be chosen by the thesis advisor in consultation with the Graduate Coordinator and the student. Regardless of the specific topic chosen or approach taken, a thesis must meet two basic requirements:

1. The thesis should make an original contribution (however modest) to historical scholarship and the historiography of the topic. It is not an extended report.
2. The thesis should have a strong evidentiary base in primary sources. It is not a lengthy report based on secondary literature.
3. The these should be prepared according to the Chicago/Turabian documentation style. For more information, consult the latest edition of Kate L. Turabian’s *Manual for Writers of Research Papers, Theses, and Dissertations*.

If a student could be unable or unwilling to meet these two basic criteria, the student will be strongly encouraged to take the non-thesis option for the M.A. in History. A thesis defense is scheduled after the committee approves the final, submitted, error-free thesis. It is an oral exam, normally lasting one to two hours. The exam covers the thesis and the field(s) of history related to the thesis.

Following a successful defense, but before submitting the thesis to the Office of Graduate Studies, the student must make certain that the thesis is free of typographical, spelling, and grammatical errors. The Office of Graduate Studies will return theses if they contain such errors or do not conform to its prescribed format. Following approval by the Office of Graduate Studies, the thesis will be published and made available through Proquest. Questions about thesis publication should be addressed to the Office of Graduate Studies.

If the student does not make the necessary corrections in a timely manner, graduation may be delayed. In extreme cases, a student unable or unwilling to submit an error-free thesis as determined by the thesis committee or the Office of Graduate Studies may be moved to the non-thesis track for the M.A. in History.

More information about the Thesis Option will be distributed by the Graduate Coordinator to those students considering this track.

### **Non-Thesis Option**

In lieu of writing a thesis, each student on the non-thesis track will sit for written comprehensive exams (HIST 5090). Comprehensive exams are normally taken in the student's final semester. Check the Office of Graduate Studies website for applicable deadlines. Preparation for taking comprehensive exams should begin with a discussion between the student and the Graduate Coordinator.

The Graduate Coordinator will review the general procedures with the student and help to create a committee of examiners, which is normally composed of three full-time faculty in the M.A. in History. All committee members must be members of the Graduate Faculty. Once the committee is established, the student should contact all committee members and request an exam, which is typically based on a selection of prior coursework the student had with the faculty member.

Once the committee membership and exam topics are established, the student should coordinate the scheduling of the exams with the Office of Academic Support Programs Testing Center, which is located in 212C Warrior Hall. The student may schedule the exams at their convenience, in coordination with the Testing Center schedule, as long as all exams are completed within 7 days. On the day of each exam, the Testing Center will provide a computer and a place to work. All exams will be typed and left with the Testing Center at the end of the exam.

Once the exam dates and times have been established, the student should communicate with each committee member the day and time that exam will be taken. The student should then complete the Testing Form, which is available on the website of the Testing Center, under "Student

Proctoring Support.” Questions about the testing environment should be directed to the Testing Center. Questions about the exams should be directed to the specific committee member providing the exam. Each committee member may have slightly different guidelines regarding their exam, preparation, and materials permitted during the exam.

When all exams are completed, the Testing Center will send them to the committee members. Exams are graded on a pass/fail basis. The typical turnaround from the time the exams are received by committee members to the time the student is notified of the results is approximately one week. However, more time may be needed if exams are taken over holidays or a university break period. In the event of a failure of any exams the student may be required to re-take them.

### **Graduate Assistantships**

The M.A. in History has openings for graduate assistantships each year. Most graduate assistants are assigned to the Graduate Coordinator and to other faculty from the M.A. in History program. Duties tend to be related to assisting with faculty teaching, research, or some other way of supporting the program. Graduate Assistantships are generally awarded to the strongest students in the program as a form of meritorious recognition.

Availability of these positions is determined by the Graduate Coordinator, in coordination with the Department of Humanities and the College of Arts and Sciences. Important factors in obtaining a Graduate Assistantship include: educational background, research interests, career ambitions, specific skillsets that may address program needs, and academic merit. Eligibility and other rules and regulations pertaining to graduate assistantships are determined by the Office of Graduate Studies.

### **Graduate Student Awards**

Each year the College of Arts & Sciences, the Office of Graduate Studies, and the Office of Research sponsors a series of awards for graduate students. These include awards for Scholarship, Professionalism, Community Service, and the Outstanding Thesis Award. During each spring semester there is a call for nominations for these awards, which are awarded at the end of the semester at the College banquet and university Graduate banquet. Each year the M.A. in History program nominates students for these awards, with the goal being to forward a nominee for each award. If you have questions about these awards, ask the Graduate Coordinator.

## **Appendix I:**

### **M.A. in History entry in the Texas A&M University – Central Texas Graduate Catalog**

## **MASTER OF ARTS DEGREE IN HISTORY OVERVIEW**

The Master of Arts (MA) in History is designed to expand a student's knowledge of history, historical method, and to develop research, writing, and analytical abilities in U.S., European, and world history. The degree prepares students for careers in public history, further study towards a doctoral degree, and teaching at the secondary and postsecondary levels.

### **UNIVERSITY ADMISSIONS**

Once a student has met the requirements for university admissions, the MA in History program will permit registration for graduate history course work once a student has submitted documentation demonstrating either an undergraduate degree in history with a GPA of 3.0, or the equivalent of an undergraduate major in history (minimum 24 credit hours) with a GPA of 3.0. Official transcripts should be provided in order to document all prior history coursework. If a student has not satisfied this requirement, they may be required to take up to 24 credit hours of undergraduate leveling in history, in which they must earn a GPA of 3.0. Once any required leveling has been completed, the student will be permitted to register for graduate history course work.

### **PROGRAM ADMISSIONS**

Once a student has completed 12 credit hours in graduate history coursework, consideration will be given for full admission to the MA in History program. The Graduate Coordinator will review all records submitted to the university and program at the time of the university admissions decision and when the student was permitted to register for graduate history coursework. If not already submitted, the student will be required to submit the university admissions essay and a GRE score taken within the previous six years. The Graduate Coordinator is responsible for making the program admissions decision, which will be made in consultation with the full time faculty in the program.

The Graduate Coordinator is responsible for communicating the program admissions decision, and should be the point of contact for all inquiries having to do with the MA in History program. The Graduate Coordinator is also responsible for all advising, including assisting with the student's selection of either the thesis or non-thesis track. Students must have the approval of the Graduate Coordinator to change tracks once they have completed 24 credit hours of course work.

If at any point a student's GPA in the MA in History program falls below a 3.0, the student could be subject to disciplinary action, including suspension or removal from the program. If a student receives a failing grade in a course, they shall be required to retake that course, and if the failing grade causes them to go on suspension they could remain on suspension until the course is retaken with a satisfactory grade.

### **MASTER OF ARTS DEGREE IN HISTORY CORE REQUIREMENTS**

The MA in History requires 36 credit hours of approved course work, including HIST 5300 (Elements of Historical Inquiry), HIST 5380 (Historiography and Historical Method), and one

research course (HIST 5320, 5322, or 5342). In consultation with the Graduate Coordinator, a student may take 12 credit hours in an appropriate supporting field. The student must take course work in United States and non-United States history.

Each student must demonstrate reading proficiency in at least one foreign language prior to completion of the degree. Proficiency will be measured by the successful completion (with a C or better) of 14 credit hours of coursework, or the equivalent, in a single foreign language.

### **ADDITIONAL REQUIREMENTS FOR THE THESIS TRACK**

Each student will complete a thesis under the direction of a thesis advisor, who will chair the student's thesis committee. The student will not begin work on the thesis prior to completion of 24 credit hours of course work and will enroll in Thesis (HIST 5388) only with prior approval of the Graduate Coordinator. Six hours of Thesis (HIST 5388) may count towards graduation. The thesis will be prepared in accordance with the procedures specified by the Office of Graduate Studies. Upon completion of the thesis, the student will sit for an oral defense before their thesis committee.

### **ADDITIONAL REQUIREMENTS FOR THE NON-THESIS TRACK**

Each student will take a written Comprehensive Exam (HIST 5090) based on course work submitted for the MA degree. An examination committee composed of three faculty members will administer the exam. If the exam result is unsatisfactory, the student shall be required to retake the comprehensive exam one additional time. Additional course work in areas of weakness may be required.

**Appendix II:**  
**M.A. in History Degree Check Sheet**

**TEXAS A&M UNIVERSITY-CENTRAL TEXAS**  
**Advising Guide \_\_\_\_\_ CATALOG**  
**MASTER OF ARTS**  
 History

**NON-THESIS – 36 Hours** **SEM**  
**DATE SCHOOL HOURS GRADE POINTS**

HIST 5300 Elements of Historical Inquiry					
HIST 5380 Historiography and Historical Method					
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*					
*					
*					
*					
*					
*					
*					
HIST 5090 History Comprehensive Examination					
3 hours of Research from one of the following:					
HIST 5320 Selected Topics in State and Local History					
HIST 5322 Selected Topics in American History					
HIST 5342 Topics in European History					

**THESIS – 36 Hours** **SEM**  
**DATE SCHOOL HOURS GRADE POINTS**

HIST 5300 Elements of Historical Inquiry					
HIST 5380 Historiography and Historical Method					
HIST 5188 History Thesis (1)					
HIST 5188 History Thesis (2)					
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*					
*					
*					
*					
*					
3 hours of Research from one of the following:					
HIST 5320 Selected Topics in State and Local History					
HIST 5322 Selected Topics in American History					
HIST 5342 Topics in European History					

\*Up to 12 hours of the elective courses may be taken in an outside area if approved by the academic advisor.

Proficiency in at least one foreign language must be demonstrated before the awarding of the MA degree.

NOTE: This is a tentative guide to be used for advisement of students. It is not considered an official degree plan by Texas A&M University-Central Texas and it is subject to review and change by the Texas Higher Education Coordinating Board.