

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



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

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## **Welcome**

Welcome to the M.A. in History in the Department of Arts and Humanities. 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.

### **Program Level Student Learning Outcomes**

1. Identify connections between historical issues and life outside the classroom, and compare the historical development of their own and other cultures
2. Think historically about the past by identifying and critiquing historical interpretations (historiographical analysis) and analyzing issues in a historical context
3. Select and use evidence from a variety of sources, including primary sources, and complete assignments that prompt them to argue effectively and critically
4. Examine current issues from a historical perspective and examine the role of historical interpretation in shaping current actions and policies

### **Mutual Expectations and Responsibilities**

The M.A. in History, the Department of Arts and Humanities, the College of Arts and Sciences, and the Graduate School all expect and demand 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 students to high academic standards, and to be professional. Furthermore, Texas A&M University – Central Texas offers the necessary academic resources and ancillary services to support you in your time here. If students should have concerns about their ability to meet any expectations or requirements, please consult with the Graduate Coordinator.

### M.A. in History Faculty Directory

<u>Name</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>	<u>Title</u>	<u>Specialization</u>
Dr. Timothy Hemmis	204 N HH	(254) 501-5931	<a href="mailto:themmis@tamuct.edu">themmis@tamuct.edu</a>	Associate Professor	Colonial America, Revolutionary America, and the Early Republic; American War and Society
Dr. Jerry Jones	204 O HH	(254) 519-5446	<a href="mailto:jerry.jones@tamuct.edu">jerry.jones@tamuct.edu</a>	Professor	Modern U.S. and Europe; military and diplomatic
Dr. Cadra Peterson McDaniel	204 L HH	(254) 501-5932	<a href="mailto:cadra.mcdaniel@tamuct.edu">cadra.mcdaniel@tamuct.edu</a>	Associate Professor	Russian and Soviet/post-Soviet culture and foreign affairs; European culture and politics

### Examples of Other Important Contact Information

<u>Office</u>	<u>Website (Includes Contact Information and Location)</u>
<u>College of Arts and Sciences</u>	<a href="https://www.tamuct.edu/academics/college-of-arts-sciences/">https://www.tamuct.edu/academics/college-of-arts-sciences/</a>
<u>Student Wellness and Counseling Center</u>	<a href="https://www.tamuct.edu/student-affairs/student-wellness-counseling-center/">https://www.tamuct.edu/student-affairs/student-wellness-counseling-center/</a>
<u>Financial Aid</u>	<a href="https://www.tamuct.edu/financial-aid/">https://www.tamuct.edu/financial-aid/</a>
<u>Graduate School</u>	<a href="https://www.tamuct.edu/academics/graduate-school/">https://www.tamuct.edu/academics/graduate-school/</a>
<u>Military and Veteran Affairs</u>	<a href="https://www.tamuct.edu/military-veterans-services/">https://www.tamuct.edu/military-veterans-services/</a>
<u>Student Conduct</u>	<a href="https://www.tamuct.edu/student-affairs/student-conduct/">https://www.tamuct.edu/student-affairs/student-conduct/</a>
<u>Student Success</u>	<a href="https://www.tamuct.edu/student-affairs/student-success/">https://www.tamuct.edu/student-affairs/student-success/</a>
<u>Testing Center</u>	<a href="https://www.tamuct.edu/academics/testing-center/">https://www.tamuct.edu/academics/testing-center/</a>
<u>University Library</u>	<a href="https://tamuct.libguides.com/index">https://tamuct.libguides.com/index</a>

### **How to Register for Classes and How to Track Degree Progress**

The easiest way to register is online through Warrior Web. Detailed instructions are available here: <https://www.tamuct.edu/registrar/index.html> If students have any trouble registering for courses, they should first contact the Graduate Coordinator.

Students are encouraged to track degree progress during their career at Texas A&M University – Central Texas. Students should regularly check their degree progress in DegreeWorks, which may be accessed via Warrior Web, and students should check their degree progress at least once a semester to ensure that it is accurate. Approval for graduation is granted based upon the information in DegreeWorks, and therefore, it is very important that students ensure that all information in DegreeWorks is accurate and updated. If students have any questions, feel free to ask the Graduate Coordinator.

### **Your Degree, Your Responsibility**

Students ultimately are responsible for their education. The M.A. in History, the Department of Arts and Humanities, the College of Arts and Sciences, the Graduate School, and Texas A&M University – Central Texas offer many resources to help students to complete their degree. However, students are responsible for being aware of deadlines; completing required forms; and ensuring that they have completed all educational and administrative requirements. Thus, students are responsible for making sure that they 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. In the case of a grievance about any program procedure, if a satisfactory outcome cannot be reached with the Graduate Coordinator, appeals should be made to the Chair of the Department of Arts and Humanities according to the Department's policy for appeals.

### **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 encouraged to read carefully the requirements and regulations for the M.A. in History as stated in the Graduate Catalog, which may be accessed via this link, [https://catalog.tamuct.edu/graduate\\_and\\_professional\\_catalog/](https://catalog.tamuct.edu/graduate_and_professional_catalog/)

1. **Administration:** The Graduate Coordinator, in consultation with other History Graduate Faculty members, administers the M.A. in History Program.
2. **General Policies and Requirements:** The following policies and requirements apply to all students:
  - a. All students are required to take HIST 5300: Elements of Historical Inquiry and HIST 5380: Historiography and Historical Methods. HIST 5300 is often offered in the fall semester, and HIST 5380 is often offered in the spring semester. These required courses are offered at least once every two years.
  - b. All students must take at least one research seminar, designated as Selected Topics courses. These courses carry prefixes, such as HIST 5322 and HIST 5342.
  - c. All students must take 6 hours (2 courses) of electives in US History.
  - d. All students must take 6 hours (2 courses) of electives on Non-US History topics.
  - e. 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, book reviews, or book analyses.
- f. Students must apply for graduation. The deadlines for graduation applications are set each semester by the Graduate School. Students must be enrolled continually for at least one credit hour each long semester until graduation. Failure to remain enrolled continually may result in the need to reapply for admission to Graduate School.
  - g. Students with incomplete grades must complete all course requirements by the deadlines stated in the contract with their professor. Failure to do so may result in an automatic F grade for that course and the inability to graduate.
  - h. Thesis students should obtain a copy of the Thesis Manual from the Thesis Office, which may be accessed via this link, <https://tamuct.libguides.com/thesisoffice>
  - i. 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*.

### **Satisfactory Academic Progress**

In addition to meeting applicable Graduate School regulations, the M.A. in History Program expects students to maintain satisfactory academic progress. The program reserves the right to warn those who are not maintaining satisfactory academic progress and can remove those from the program in serious cases. Any student who receives a course grade of "C" or lower will receive a warning. Any student who receives a semester GPA less than a 3.0 in two semesters will be removed from the program.

### **Foreign Language Information**

The M.A. in History does not require students to complete courses in a foreign language. However, for students who are considering pursuing a Ph.D. or other advanced studies, proficiency in a foreign language(s) may be required to be considered for admission into Ph.D. programs or other programs of advanced studies. Should students be interested in pursuing a Ph.D. or other advanced degree, then they should review the admissions criteria for specific programs. These criteria may vary among programs and universities. If students are interested in completing foreign language coursework while in the M.A. History Program, then they should consult with the Graduate Coordinator.

### **Thesis Option**

Students interested in the thesis option should contact the Graduate Coordinator to receive a thesis orientation in terms of what is expected. These expectations are covered briefly here.

### **Thesis Proposal**

Before beginning the thesis, students should submit a one-to-two-page proposal. The proposal should cover the following: 1) a description of the topic, 2) the proposed original contribution to historians' understanding of that topic, and 3) a list of key primary and secondary sources that will be consulted. Once the thesis proposal has been approved by the thesis chair, then students may begin work on the thesis.

The thesis topic should be agreed upon in consultation between the students and the thesis advisors. The thesis topic must be approved by the Graduate School by filing the Thesis Proposal Approval Form available from the Graduate School. Deadlines related to the thesis are also available from the Graduate School, including deadlines related to submitting the topic approval

form, the defense deadline, and filing an electronic copy of the thesis.

### **Thesis Overview**

Students will complete a thesis under the direction of a thesis advisor. The thesis advisor will chair students' thesis committees, which are composed of a minimum of two (2) full-time faculty members, who must be members of the Graduate Faculty. Students will not begin work on the thesis prior to completion of twenty-four (24) hours of course work and will enroll in HIST 5198: Thesis only with prior approval of the Graduate Coordinator. Only six (6) hours of HIST 5198: Thesis may count towards graduation. The thesis shall be prepared in accordance with the procedures specified by the Graduate School. Students should consult past theses from this program, which can be found on the University Library website.

The six credit hours of thesis should be divided over the final two (2) semesters. However, once the students enroll in thesis hours, students must maintain continuous enrollment of at least one credit hour of thesis per semester until they graduate. Upon completion of the thesis, students shall sit for an oral defense before their thesis committee members.

### **Thesis Requirements**

The requirements for the thesis are determined by the thesis advisor in consultation with the thesis committee. Students must remain in regular communication with the thesis advisor at every stage of the thesis including during the drafting of the thesis proposal. The thesis advisor will set deadlines for progress throughout the thesis that must be met. Thesis committee members will be chosen by the thesis advisor in consultation with the Graduate Coordinator and the students.

Regardless of the specific topic chosen or approach taken, a thesis must meet three basic requirements:

1. The thesis should make an original contribution (how modestly) 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 study of secondary literature.
3. The thesis 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*.

This is one possible structure for a thesis:

Introduction: State the scope, central research question(s), and thesis (argument). Also, describe the structure of the manuscript that follows, including the purpose of each chapter. The Introduction is often written last because students may not know what they will be introducing until they write the body of the thesis.

Chapter 1: Review the relevant secondary literature. Students must demonstrate to the reader that

they are a master of the field. Students do not need to include every publication, but they should review the existing historical scholarship thoroughly so that they do not overlook an important source. Students should also note the various schools of thought, and the points on which scholars agree or disagree. Students should conclude by demonstrating the existing gaps and unanswered questions that their thesis will address. This chapter could be an expanded version of the Historiographical Essay from HIST 5380: Historiography and Historical Methods.

Chapter 2-X: Each chapter is the students' opportunity to support their thesis' argument. This evidence should rely heavily on primary sources but should also include secondary sources when primary sources are not available. Students should consult with their thesis chair and/or other committee members regarding questions about locating and accessing needed primary sources. Each chapter should support the central research question(s). The required number of chapters, as well as the overall length of the thesis, will vary based on the topic. If students have questions about this, they should consult their thesis chair.

Conclusion: Students should explain the significance of their research and their research's contribution to historians' understanding of the topic.

If students are unable or unwilling to comply with these instructions, then the students could be encouraged strongly to move to the non-thesis option (comprehensive examination option). In extreme cases, students will be moved involuntarily to the non-thesis option. Students must earn a Pass or P in each thesis course in order to progress and to be able to enroll in subsequent thesis courses. A Fail or F will result most likely in students being moved to the non-thesis track (the comprehensive examination option). This change may occur as soon as the Fail or F is noted for a thesis course. In other words, students have one thesis course or one semester of thesis work to demonstrate adequate progress.

### **Thesis Defense and Final Copy of Thesis**

A thesis defense is scheduled after the committee approves the final, submitted, error-free thesis. It is an oral examination, normally lasting one to two hours. The defense covers the thesis and the field(s) of history related to the thesis. Students should be able to explain their thesis to a non-specialist in a brief conversation.

Following a successful defense, before submitting a thesis to the Graduate School, students must make certain that the thesis is free of typographical, spelling, and grammatical errors. If the thesis contains such errors or does not conform to the prescribed format, the Graduate School and/or Thesis Office may return the thesis. Following approval by the Graduate School, theses will be published and made available through ProQuest. Questions about thesis publication should be addressed to the Thesis Office and/or the Graduate School.

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

### **Comprehensive Examination Option (Non-Thesis Option)**

For students who opt for the comprehensive examination (HIST 5090), this examination will be their culminating work in the M.A. History Program. Students preparing for comprehensive examinations should contact the Graduate Coordinator. Comprehensive examinations are normally taken in the student's final semester. Check the Graduate School website for applicable graduation and other deadlines.

Preparation for taking comprehensive examinations should begin with a discussion between the students and the Graduate Coordinator. The Graduate Coordinator will review the general procedures with the students and create a committee of examiners, which is normally composed of three (3) full-time faculty in the M.A. History Program. All committee members must be members of the Graduate Faculty. Once the committee is established, the students should contact all committee members and request an examination. Each examination typically is based on a selection of prior coursework the students had with the faculty members.

Once the committee membership and examination topics are established, the students should coordinate the scheduling of the examinations with the Testing Center, which is located in 212C Warrior Hall. Information for the Testing Center, including contact information may be found via this link, <https://www.tamuct.edu/academics/testing-center/testing-center-guidelines/>

Students may schedule the examinations at their convenience, in coordination with the Testing Center schedule. All examinations must be taken within a seven-day period. On the day of each examination, the Testing Center will provide a computer and a place to work. All examination responses will be typed and left with the Testing Center.

After the examination dates and times have been established, the students should communicate with each committee member the day and time that examinations will be taken. The students should then complete any paperwork sent to them by the Testing Center. Questions about the testing environment should be directed to the Testing Center. Questions about the examinations should be directed to the specific committee member providing the examination(s). Each committee member may have different guidelines regarding their examinations, preparation, and materials permitted during the examinations.

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

### **Graduate Assistantships (GAs)**

The M.A. in History offers a graduate assistantship position. The GA is hired on a semester-by-semester basis, and the GA's employment may be extended due to satisfactory or exceptional work. The GA is assigned to the Graduate Coordinator and/or to other faculty from the M.A. in History Program. Duties tend to be related to assisting with faculty research or aiding with event planning and preparation. Other duties may be assigned. Graduate Assistantships generally are

awarded to the strongest students in the program as a form of meritorious recognition. Preference is given to those without outside employment. The commitment is approximately 20 hours per week.

Availability of these positions may vary by semester and/or academic year. All M.A. History students will be notified via email regarding an available GA position as well as the process for submitting materials. 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 Graduate School. There are often other graduate assistant positions available each year in other offices on campus as well. For GA opportunities outside of the History Program, please contact the Graduate School.

### **Graduate Student Awards**

Each spring, the History Program recognizes an outstanding graduate student(s) during the College of Arts & Sciences Awards Banquet. These awards recognize students for their commitment to the historical profession as well as their engagement with crafting original and/or thorough research papers and/or theses. Also, each spring semester, the History program hosts a Guest Speaker Series which is in conjunction with the Induction Ceremony for new members of Phi Alpha Theta, the National History Honor Society. All students are invited to attend, and guest speakers' topics vary each year.

### **Internships**

Internship opportunities exist, whether for academic credit or to gain valuable professional experience in the historical discipline. In recent years, students have successfully completed internships locally as well as in the greater Austin area with its many archives, museums, and historic sites. For all inquiries related to internships, please contact the Graduate Coordinator.

### **History Bulletin Board**

The History Program Bulletin Board is located outside of 204 N in Heritage Hall. On the board are notices such as internships, job announcements, publishing opportunities, study abroad programs, campus events, and academic conferences.

### **History Degree Requirements Overview—Thesis Option (36 hours)**

Required Course	HIST 5300 Historical Inquiry	3 hours
Required Course	HIST 5380 Historiography and Historical Methods	3 hours
Seminar Course	Commonly offered courses are: HIST 5322 and HIST 5342	3 hours
Two (2) U.S. History Elective Courses	Commonly offered courses are: HIST 5322, HIST 5325, HIST 5326 Please note that other courses may satisfy these electives. Check with the Graduate Coordinator.	6 hours
Two (2) Non-U.S. History Elective Courses	Commonly offered courses are: HIST 5340, HIST 5342, HIST 5360 Please note that other courses may satisfy these electives. Check with the Graduate Coordinator.	6 hours
Remaining Three (3) Elective Courses	Commonly offered courses are: HIST 5322, HIST 5325, HIST 5326 HIST 5340, HIST 5342, HIST 5360 Please note that other courses may satisfy these electives. Check with the Graduate Coordinator.	9 hours
Two (2) Thesis Courses	HIST 5198	6 hours

### **History Degree Requirements Overview—Comprehensive Examination (36 hours)**

Required Course	HIST 5300 Historical Inquiry	3 hours
Required Course	HIST 5380 Historiography and Historical Methods	3 hours
Seminar Course	Commonly offered courses are: HIST 5322 and HIST 5342	3 hours
Two (2) U.S. History Elective Courses	Commonly offered courses are: HIST 5322, HIST 5325, HIST 5326 Please note that other courses may satisfy these electives. Check with the Graduate Coordinator.	6 hours
Two (2) Non-U.S. History Elective Courses	Commonly offered courses are: HIST 5340, HIST 5342, HIST 5360 Please note that other courses may satisfy these electives. Check with the Graduate Coordinator.	6 hours
Remaining Five (5) Elective Courses	Commonly offered courses are: HIST 5322, HIST 5325, HIST 5326 HIST 5340, HIST 5342, HIST 5360 Please note that other courses may satisfy these electives. Check with the Graduate Coordinator.	15 hours
Comprehensive Examination	HIST 5090	0 hours

