

M.A. CHECK LIST
(Fall 2011)

PLAN I (THESIS)

Credits needed for graduation:

30 semester hours: 24 hours of coursework and 6 hours of thesis research.

At least 21 credit hours must be taken in history.

At least 18 credit hours of coursework **MUST** be taken at 6000 level or above.

No more than 6 credit hours can carry a grade of less than a B.

Name of Student _____ Adviser _____

Student ID # _____ Semester Work Began _____

LANGUAGE REQUIREMENT

To be met by _____ completed _____

BASIC COURSE REQUIREMENTS

Historiography (HIST 6520) _____

Methodology (department-designated seminar) _____

History Seminars or Colloquia (at least 6 credit hours) _____

DISTRIBUTION

The History Department stipulates requirements in terms of seven field groups:

Field 1: American History (U.S. and/or Canada)

Field 2: European History

Field 3: World History (must include at least one course specifically in World History)

Field 4: Policy History

Field 5: Public History (Minor Field only)

Field 6: Asian History

Field 7: African History

MAJOR FIELD at least 9 credit hours in history

Courses taken: _____

MINOR FIELD at least 6 hours with at least 3 hours in history

Courses taken: _____

Tentative Degree Program (TDP) form filed with Graduate College on (date): _____

Thesis Topic: _____

M.A. Oral Exam _____ Passed _____

Total Hours _____ Graduation _____

M.A. CHECK LIST

(Proposed — Fall 2010)

PLAN II (COMPREHENSIVE EXAMS)

Credits needed for graduation:

30 semester hours of coursework.

At least 24 credit hours must be in history.

At least 21 credit hours must be taken at 6000 level or above.

No more than 6 credit hours can carry a grade of less than a B.

Name of Student _____ Adviser _____

Student ID # _____ Semester Work Began _____

LANGUAGE REQUIREMENT

To be met by _____ completed _____

BASIC COURSE REQUIREMENTS

Historiography (HIST 6520) _____

Methodology (department-designated seminar) _____

History Seminars or Colloquia (at least 6 credit hours) _____

DISTRIBUTION

The History Department stipulates requirements in terms of seven field groups:

Field 1: American History (U.S. and/or Canada)

Field 2: European History

Field 3: World History (must include at least one course specifically in World History)

Field 4: Policy History

Field 5: Public History (Minor Field only)

Field 6: Asian History

Field 7: African History

MAJOR FIELD at least 9 credit hours in history

Courses taken: _____

MINOR FIELD at least 6 hours with at least 3 hours in history

Courses taken: _____

Tentative Degree Program (TDP) form filed with Graduate College on (date): _____

COMPREHENSIVE EXAM PASSED _____

Total Hours _____

Graduation _____

GUIDELINES AND PROCEDURES FOR M.A. STUDENTS
(Proposed—Fall 2010)

The following guidelines and procedures are intended to acquaint students working toward the M.A. or M.A.T. degrees with the general operations of the graduate program in History and to provide a clear statement of certain degree requirements. Students are also urged to read carefully the requirements and regulations stated in the Graduate Catalog at <http://www.bgsu.edu/colleges/gradcol/page24974.html>

1. Administration

The Graduate Coordinator in consultation with a departmental Graduate Committee administers the graduate program. The Committee includes the Graduate Coordinator as Chairperson, four or five other faculty members, and two graduate students (one M.A. and one Ph.D. student). All graduate students in History elect the graduate student representatives at the beginning of each academic year for one-year terms.

2. General Policies and Requirements

The following policies and requirements apply to all students at the master's level.

- A. Thesis students should obtain copies of the "General Handbook for Thesis and Dissertation Students" available at the Graduate College Website: <http://www.bgsu.edu/colleges/gradcol/tdhandbook/index.html>
- B. All students are required to take Historiography (HIST 6520).
- C. All students must take at least one research seminar designated by the Graduate Committee (in consultation with the Graduate Coordinator and the instructor) as meeting the department's Methodology requirement. Generally one seminar each semester will carry this designation.
- D. All students are required to complete at least two (preferably more) history graduate seminars or colloquia. Public History students are also required to take a four credit hour internship (History 6880).
- E. At least 18 hours of course credit must be taken at the 6000-7000 level. A graduate student enrolled in a course open to undergraduates is required to do additional work to earn graduate credit. All 5000 level courses in History carry graduate credit. No 4000 level History courses do. Before enrolling in 4000 level courses in other departments, students should check the Graduate Catalog to make certain that the courses are "open to graduates" (i.e., carry graduate credit). It is possible to petition the Graduate College for approval to take courses not "open to

graduates" for graduate credit; students should consult with the Graduate Coordinator if they are interested in petitioning for such credit.

- F. Directed Readings (HIST 6700, 6840, 7840).
The following guidelines are for a 3 credit hour course and may be adjusted to reflect fewer credit hours:
1. Both the instructor and the graduate coordinator must approve all 6000/7000 graduate directed readings courses. Students will be expected to provide a convincing rationale of the need for the course.
 2. The department strongly discourages graduate directed readings courses that conflict with available seminars.
 3. The expected reading load is 8-12 books or the equivalent (i.e. 5-6 articles = 1 book).
 4. Directed readings courses (unless specifically designated as readings for exams, theses, or dissertations) should include a significant written component of some kind. This written component may be an annotated bibliography, historiographical essay, research paper, and/or report.
 5. Students and advisors should expect to meet at least 6 times a semester for at least one hour per session.
- G. A Tentative Degree Program form, listing all graduate courses and detailing the fulfillment of degree requirements, must be submitted to the Graduate College no later than the end of the first semester of course work. The appropriate forms are available on the Graduate College website:
<http://www.bgsu.edu/colleges/gradcol/documents/index.html>
- H. Students must "apply" for graduation. This should be done early in the semester in which the student expects to graduate. Deadline dates are listed on the Graduate College website. Students must be registered for at least one hour of credit in the semester in which they intend to graduate.
- I. Students with "Incomplete" grades are reminded to complete the course requirements before the deadlines stipulated in the Graduate Catalog. Students may petition the Graduate Dean for an extension of time; such petitions must be approved by the Graduate Coordinator and professor involved before being submitted to the Graduate College Office.
- J. In the M.A. and M.A.T. programs, the Department stipulates requirements in terms of five field groups:
- The History Department stipulates requirements in terms of seven field groups:
- | | |
|----------|--|
| Field 1: | American History (U.S. and/or Canada) |
| Field 2: | European History |
| Field 3: | World History (must include at least 1 course specifically in World History) |
| Field 4: | Policy History |
| Field 5: | Public History (Minor Field only) |
| Field 6: | Asian History |
| Field 7: | African History |

3. Guidelines for Assistantship Eligibility

Master's students

Undergraduate GPA, Cumulative = 3.0 or better

Undergraduate GPA, Field = 3.0 or better

Graduate GPA, Cumulative = 3.0 or better

Standardized Test Requirements

Appointments for new students are contingent upon the student's submitting valid GRE or GMAT scores. Valid TOEFL scores are also required of international students. Where justified, a stipend may be awarded subject to a student taking the GRE or GMAT by the end of his/her first term as a graduate student. Under no circumstance will contracts be written for a second year student who has not submitted valid GRE or GMAT scores.

To be eligible for assistantships, international students at the master's level must have a valid TOEFL score of 550 or better.

4. Specific Plan I Requirements

- A. The completion of 24 hours of course work, at least 15 hours of which must be in History. It is assumed that a student will take course work primarily in substantive areas and in the field group in which he/she writes a thesis. The student must also complete at least two History courses outside his/her field group.
- B. The M.A. Plan I language requirements must be satisfied, in consultation with the thesis adviser, in one of the following ways:
 - (1) a dictionary reading knowledge of one approved foreign language (students from non-English speaking countries must satisfy the English proficiency requirement of the Graduate College);
 - 2) the completion of an advanced statistics courses that might include HIST 6020 (Quantitative Methods)* and/or advanced courses in CS, SOC, ECON or MATH/STAT, chosen in consultation with the graduate coordinator.

*If the History 6020 language option is chosen, this course cannot also be counted as four History credit hours in your program.
- C. The writing of a formal thesis, for which at least 6 hours of credit are granted.
- D. The thesis topic should be agreed upon in consultation between the student and the professor with whom the student

wishes to work. The thesis topic must be approved by the Graduate College by filing the "Thesis/Dissertation Topic Approval" form available from the Graduate College documents and forms web page at <http://www.bgsu.edu/colleges/gradcol/documents/index.html> . Deadlines for topic approval are posted on the Graduate College website under "Important Dates and Deadlines" at the top of the documents page listed above.

- E. The requirements for History Department MA theses are determined by the thesis advisor and the thesis committee. At the same time, the MA thesis should adhere to two basic guidelines.
 1. The thesis should make an original contribution (however modest) to historical scholarship. It is *not* an extended report.
 2. The thesis should have a strong evidentiary base in "primary" sources. It is *not* an extended report based on secondary literature.If a graduate student seems unable or unwilling to meet these two basic criteria, then the student should be strongly encouraged to take the MA II or exam option.
- F. The thesis committee is appointed by the Graduate Coordinator in consultation with the thesis advisor, who serves as chairman of the thesis committee.
- G. A 250-300 word summary of the thesis proposal must be submitted to the thesis committee and to the Graduate Coordinator. It does not need to go to the Graduate College. Although the Graduate Catalog stipulates deadlines for establishing a thesis committee, the History Department requires the thesis proposal and the establishment of a thesis committee after the completion of 21 hours of coursework towards the degree. (For full time students this would be no later than 8 weeks into their third semester). The proposal must be approved by all members of the thesis committee and by the Graduate Coordinator. A form to establish a thesis committee and file for topic approval, the "Thesis/Dissertation Topic Approval" form is available from the Graduate College website (<http://www.bgsu.edu/colleges/gradcol/documents/index.html>) and must be signed by the committee and the Graduate Coordinator.
- H. The thesis student should meet with the thesis committee at the time the committee approves the thesis proposal. The thesis advisor should convene the committee to make certain the committee and student understand the methods, scope, and approach to be taken in the thesis. During the period of research and writing, the student must remain in contact with the thesis committee. While the principal working relationship is between the student and thesis advisor, the student and the chair should keep the other members of the committee informed.
- I. Students are urged to check the Graduate College website for the official deadline dates for submitting the topic approval form, taking the final examination, and filing electronic copies of the thesis.

- J. The final examination is taken after the committee approves the thesis. It is an oral exam, normally lasting one to two hours. The exam covers the thesis and the field of history of the thesis; the thesis committee may suggest that the student do some specific readings to prepare for the part of the examination on his/her field of history.
- K. Before submitting the thesis to the Graduate College, the student must make certain that the thesis is free of typographical, spelling, and grammatical errors. The Graduate College will return theses if they contain such errors or do not conform to its prescribed format. Students should therefore adhere zealously to Graduate College instructions. Once a student registers for thesis research (History 6990), he/she must continue to do so each fall and spring semester. At least one hour of credit must be taken the semester in which graduation is intended.

5. Specific Plan II Requirements

- A. The completion of 30 hours of course work, at least 24 hours of which must be in History. Most of these 24 hours must be in substantive History courses.
- B. Passing of a comprehensive examination covering two fields of History. The major and minor fields must be selected from different field groups, as listed in Part 2, J, at the beginning of the semester the student intends to graduate, with appropriate faculty field examiners notified. The exam committee must have at least two members from the BGSU History faculty, including the exam committee chair. The examining professor in the major field should expect to assign twelve to sixteen books (or some equivalent); the examining professor in the minor field should expect to assign eight to twelve books (or some equivalent). A written exercise shall be assigned to explore each field, followed by a general comprehensive oral examination (which normally lasts about an hour and a half).
- C. Students taking the MA II exam option will need to submit to the exam committee a substantial research paper (with a strong evidentiary base in primary sources) in lieu of a thesis.