

M.A. HANDBOOK

Department of History

Bowling Green State University



2014-2015

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.

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History Department Directory

Name	Office	Campus Phone	E-mail	Status	Specialization
Main office	128	419.372.2030			
Brooks, Michael	31	419.372.8333	mebrook@bgsu.edu	Instructor / Graduate Coordinator	Modern Europe, World, Eur. Expansion, online teaching
Challu, Amilcar	18	419.372.2769	achallu@bgsu.edu	Assoc. Prof.	Colonial Mexico; Famine
Computer Lab	143	419.372.8674			
Conference Room #1	141				
Conference Room #2	131	419.372.8201			
Evans, Tracie	19		tracie.evans@saudivillage.org	Instructor	Public history
Fax / Copy Room	128A	419.372.7208			
Forsyth, Douglas	21	419.372.8284	dougfor@bgsu.edu	Assoc. Prof	Comparative Modern European Political & Economic; Modern Italy
Greene, Benjamin	142	419.372.9477	greeneb@bgsu.edu	Asst. Prof.	20 th century US diplomatic and military
Griech-Poelle, Beth	25	419.372.9478	bgriech@bgsu.edu	Assoc. Prof.	Modern German; Modern European
Grunden, Walter	134	419.372.8639	wgrund@bgsu.edu	Assoc. Prof.	Modern China & Japan; World War II; Science & Technology Policy
Herndon, Ruth	27	419.372.8445	rwhernd@bgsu.edu	Assoc. Prof.	Early American
Jackson, Nicole	137	419.372.7597	nmjacks@bgsu.edu	Asst. Prof.	20 th century US, African- American
Mancuso, Rebecca	20	419.372.7424	rmancus@bgsu.edu	Assoc. Prof.	History of Canada
Martin, Scott	136	419.372.8767	smartin@bgsu.edu	Department Chair, Prof.	19 th century US

Mladjov, Ian	133	419.372.9323	imladjo@bgsu.edu	Lecturer	Byzantine, World
Nwauwa, Apollos	132	419.372.9483	nwauwa@bgsu.edu	Prof.	Africa
Schocket, Andrew	102 East Hall	419.372.8197	aschock@bgsu.edu	Assoc. Prof.	Early America, Memory
Thomas, Tina	128	419.372.2030	tamos@bgsu.edu	Office Administrator	

Directory of Important BGSU Offices and Resources

Organization	Office	Campus Phone	Website
Graduate Student Senate	403 BTSU	419.372.2427	http://www2.bgsu.edu/offices/sa/studentgovernment/gss/
Writing Center	Jerome Library Room 140	419.327.2221	http://www2.bgsu.edu/offices/writingctr/index.html.dc
Center for Archival Collections	Jerome Library	419.372.2411	http://www2.bgsu.edu/colleges/library/cac/
Popular Culture Library	Jerome Library	419-372-2450	http://www2.bgsu.edu/colleges/library/pcl/
Music & Sound Recordings	Jerome Library	419.372.2307	http://www2.bgsu.edu/colleges/library/music/
Student Health Service	Health Center Building	419.372.2271	http://www2.bgsu.edu/offices/sa/health/
Counseling Center	114 College Park	419-372-2081	http://www.bgsu.edu/counseling-center.html
Office of Records and Registration	110 Administration Building	419.372.8441	http://www2.bgsu.edu/offices/registrar/
College of Arts and Sciences	205 Administration Building	419.372.2015	http://www.bgsu.edu/arts-and-sciences.html
Graduate College	120 McFall Center	419.372.2791	http://www.bgsu.edu/graduate.html
Technology Support Center	110 Hayes Hall	419.372.0999	http://www2.bgsu.edu/its/tsc/
Recreation and Wellness	Student Recreation Center	419.372.2000	http://www2.bgsu.edu/offices/sa/recwell/

Welcome

Welcome to the BGSU Department of History. Just as it is a privilege for you to be able to attend BGSU, it is a privilege for the faculty to teach you over the course of your career here.

Mutual Expectations and Responsibilities

The Department of History, the Graduate College, and the University all expect and demand of you intellectual engagement and curiosity, academic integrity, and professionalism. In return, the Department of 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, BGSU 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 your adviser or the Graduate Coordinator.

How to Register for Classes

Log onto your [MyBGSU](#) account, and on the left under “student services” click “add class.” Then click the search tab, type “HIST” for course selection, and click graduate on the course career field. Then click “search” at the bottom of the search criteria. Note: to find online classes, be sure to select “Distance Learning” under the campus tab.

Look at the list of classes as click “select class” on the class you want to register for. Click “next” and proceed to your “shopping cart” to finish enrolling. Click “enroll.”

To register for directed readings courses or independent studies please call Tina Thomas in the Department of History office at 419-372-2030.

How to Choose an Adviser

- Read the [faculty profiles on the History Department’s website](#), and see which professors conduct research in your major field of study.
- Once you have found a professor who is in your major field of study, contact that professor (e-mail, telephone, or during office hours). Tell the professor about yourself, and why you would like to work with them.
- It is helpful to have an established working relationship with a professor first, especially in the form of having taken at least one class with that professor.
- If the professor agrees to be your adviser you can move forward from that point. If the professor does not think see this as a good fit for your committee needs, you can contact other professors or the graduate coordinator.
- MA thesis and exam committees must consist of at least two faculty members with graduate faculty status: a committee chair and a reader. Check with the Graduate Coordinator if you need to confirm graduate faculty status.

Tracking Your Progress

Your progress toward your degree is tracked two ways. The first is by accessing the DARS (Degree Audit Report System) report. You can do this at any time by logging into [MyBGSU](#) and selecting “My Degree Audit.” You should check your degree audit at least once a semester to ensure that it accurately reflects your progress. You will only be allowed to graduate if your DARS report indicates that you have fulfilled all the degree requirements, so make sure that it is accurate and up-to-date. The Graduate Coordinator can help you plan coursework and negotiate the degree audit system.

In addition to DARS, all graduate students in the Department of History are required to complete an annual report, filled out and signed by you and your faculty adviser each January. The form asks you to detail both your progress in the preceding calendar year and your plans for the following calendar year. These reports are an important addition to your graduate file and will serve as resources for the Department in future funding and teaching assignment decisions.

For first-year students, the graduate coordinator is the designated faculty adviser until a permanent adviser is chosen. Also, first-year students need only explain their progress since becoming graduate students in the Department in the Fall academic semester.

Completed and signed Annual Reports should be sent to the Graduate Coordinator by the end of January each academic year.

Williams Hall

The Department of History is located in Williams Hall. Full-time M.A. students will receive a key to Williams Hall, which will allow you into the building at all times. You will also receive key to the History computer lab in 143 Williams Hall, which is open only to History graduate students, faculty, and staff. The lab has both Windows and Mac computers as well as a high-speed printer. Should you have any questions about Williams Hall or its facilities, please consult the Department Secretary, Ms. Tina Thomas.

Where to Turn?

For any matters concerning academics, first check this handbook, then the Graduate College website. If you cannot find the answers there, ask your adviser. If your adviser does not have an answer or if you do not yet have an adviser, contact the Graduate Coordinator (Dr. Brooks) either by dropping in during his office hours or contacting him by email at mebrook@bgsu.edu.

For any matters concerning your assistantship, stipend, or tuition scholarship, first check your contract terms on MyBGSU, then the Graduate College website. If you cannot find the answers in any of those places, contact the Graduate Coordinator (Dr. Brooks) either by dropping in during his office hours or contacting him by email at mebrook@bgsu.edu.

For matters concerning Williams Hall, contact Ms. Tina Thomas in her office, by phone (419-372-2030) or by email at tamos@bgsu.edu.

For matters affecting graduate students more generally at BGSU, consult your departmental Graduate Student Senate representatives or the Graduate Student Senate president directly.

If you have other questions and you not sure who to ask, consult the Graduate Coordinator.

If you have exhausted the above possibilities and the issue has not been resolved reasonably or professionally, you have several areas of recourse. For matters concerning anything regarding the Department of History, you may consult the Department chair, Dr. Scott Martin. If you have concerns that the issue cannot be resolved within the Department, you may consult directly the Graduate College. However, please do not take these additional steps without first pursuing the above channels: most problems can and should be resolved within the Department.

Should you face health issues, consult the Student Health Service, and for counseling on personal issues, consult the BGSU Counseling Center, both of which are listed in the Directory of Important BGSU numbers in this handbook and online at the [main BGSU website](#).

Graduate Assistantships and Tuition Scholarships

The Department of History strives to award assistantships and tuition scholarships that allow students to qualify as full-time students and to complete their degrees in two years.

Depending upon funding, we offer a limited number of graduate assistantships and tuition scholarships to qualified MA students. The graduate assistantships are for the entire academic year (fall and spring semesters), although assistantship assignments vary from semester to semester. In any given semester, assistants serve as either **teaching assistants**, with obligations to aid in the teaching of one or more classes, or **research assistants**, with obligations to aid one or more faculty members in research or other professionally-related tasks. In either case, the graduate assistant's work obligation is for up to 20 hours a week. Please note that the number of hours in any given week may vary, depending upon the tasks assigned, and so students should keep track of their hours over the course of the semester. Your contract, which is issued and signed online through MyBGSU, includes the full details of the mutual commitment between you, the Department of History, and BGSU concerning the terms of your assistantship. Some students may work a variety of assigned roles, with work assignments divided into increments of 5, 10, 15, or 20 hours.

While the legal and financial commitment of an assistantship is extended in the spring for the following academic year, actual assignments – that is, what tasks students will be assigned – are typically announced during the week before each semester begins. Should you have any questions about your assignment, please contact the Graduate Coordinator.

Tuition scholarships are not necessarily linked to graduate assistantships: it is possible to have an assistantship without a tuition scholarship or vice versa. You will be notified each spring the amount of your tuition scholarship for the following year, divided by semester. Tuition scholarships can cover tuition and, in certain cases, non-resident fees only. They do not cover general fees nor can they be applied to anything other than graduate tuition. You are responsible for the tuition and fees for any credits you take that exceed your tuition scholarship, as well as any charges for the difference between the charges for a dropped class and a new class registered for once the semester begins. Tuition scholarships can only be used for graduate-level courses that directly connect with the student's academic plan.

For the complete policies concerning assistantships and tuition scholarships, see the "Graduate Student Funding Policy" included in this handbook.

Your Education, Your Degree, Your Responsibility

You are ultimately responsible for your education. The Department of History, the Graduate College, and BGSU offer many resources to help you to complete your goals here at BGSU 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, assistantship, and financial obligations associated with your Graduate Assistant status.

Masters of History Overview

Master's students in History at BGSU enjoy numerous program options, academic resources, and financial aid opportunities. The Department's main strengths lie in U.S. history, early modern and modern European history, East Asian history, modern Latin American history, African history, World history, public history, and policy history. The Department of History offers six master's degree options:

- Two Master of Arts degrees (thesis and non-thesis options);
- A dual History/German Master of Arts;
- A dual History/French Master of Arts;
- A dual History/Spanish Master of Art; and
- A Master of Arts in Teaching.

All students must register for the following required course: **History 6520 - Historiography**.

Beyond this required course, students are free to enroll in any graduate history course, as well as graduate-level offerings in other related departments and programs, such as American Culture Studies (ACS), English, Ethnic Studies, German, Russian and East Asian Languages (GREAL); Political Science, Popular Culture, Romance and Classical Studies (ROCS), Sociology, and Women's Studies.

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 6800-level seminar each semester will carry this designation.

All students are required to complete at least two (preferably more) history graduate seminars or colloquia, that is, courses at the 6000-level or above, not including HIST 6520 - Historiography.

Guidelines and Procedures for M.A. Students

The following guidelines and procedures are intended to acquaint students working toward the M.A. degree 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](#).

1. Administration

The Graduate Coordinator in consultation with a departmental Graduate Committee administers the graduate program. The Committee includes the Graduate Coordinator as Chairperson, additional faculty members, and one graduate student. Graduate students in History elect the graduate student representative at the beginning of each academic year for a one-year term.

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](#).
 - 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, that is, courses at the 6000-level or above, not including HIST 6520, Historiography.
 - 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.
1. 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 advisers should expect to meet at least six (6) times a semester for at least one hour per session.

G. Students must [apply for graduation](#). This is typically completed very 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. If requirements are not satisfactorily met in that semester, the student must re-apply the next semester. The University currently assesses a \$35.00 graduation application fee each time an application for graduation is submitted.

2. 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. Note: The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:

- Fall semester: June 1
- Spring semester: September 1
- Summer semester: January 1

For courses taken S/U, marks of INC not removed by these deadlines change to U. For courses taken for a letter grade, marks of INC not removed by these deadlines change to F. A student cannot graduate with any grades of INC.

3. For the MA degree, the Department designates four field groups:

- Field 1: American History (U.S. and/or Canada)
- Field 2: European History
- Field 3: World History (at least 1 course specifically in World History)
- Field 4: Policy History

J. In the MAT program, the Department designates four 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

3. Guidelines for Assistantship Eligibility

GPA

- 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 submission of valid GRE or GMAT scores. Valid TOEFL scores are also required for international students. Where justified, a stipend may be awarded subject to students taking the GRE or GMAT by the end of their 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 MA level must have a valid TOEFL score of 550 or better.

Foreign Language Requirement

The History MA requires students to demonstrate reading facility in a foreign language. The German, French, and Spanish departments offer summer courses specifically designed to fulfill this requirement. Students with a tuition scholarship can contact the Graduate Coordinator before February 15 of the first year of their program to apply for a tuition scholarship for one of these courses (pending availability of financial resources). Students interested in other languages may satisfy this requirement with the prior approval of the Graduate Coordinator through written examination by a BGSU faculty member qualified to make an evaluation of translation into English from the chosen language.

M.A. Plan I - Thesis

- A. The completion of 24 hours of course work, at least 21 hours of which must be in History. It is assumed that students will take course work primarily in substantive areas and in the field group in which they write a thesis. Students must also complete at least two History courses outside their field group.
- B. The MA 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 such as HIST-6020 (Quantitative Methods) and/or advanced courses in CS, SOC, ECON or MATH/STAT, chosen in consultation with the graduate coordinator. Note: If the HIST-6020 language option is chosen, this course cannot also be counted as three History credit hours in your program.
- C. The writing of a formal thesis, for which at least 6 hours of credit are granted. 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 term the thesis is defended.
- 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](#). 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 adviser 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 lengthy 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 adviser, who serves as chair 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. This proposal is not submitted 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](#) 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 adviser 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 adviser, 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 related to the thesis; the thesis committee may suggest that the student complete a series of 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 students register for thesis research (History 6990), they 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.

How to Prepare a Thesis for the M.A. Plan I

For the M.A. Plan I, you must write a thesis under the direction of a chair and a second reader selected from department faculty members who hold BGSU Graduate Faculty Status. The thesis should conform to all the requirements listed in the [Graduate College's Thesis and Dissertation Guidelines](#).

Deadlines

The deadlines for various steps for completion of a thesis are available online. The Graduate College has a [deadline listing for each academic year](#) that provides due dates for approving thesis topics, completing preliminary drafts, conducting oral exams, and depositing library copies.

Selecting a Thesis Committee

You should select a two-person committee of professors who know your work and who express an interest in it. One should serve as an adviser/chair for the thesis. Consult with the Graduate Coordinator when you are ready to constitute the committee (i.e., when you have a workable thesis topic and have discussed it with a potential chair).

Content

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](#). 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.

Prospectus

Early on in the thesis process, you are expected to complete and have approved by your committee a prospectus. The prospectus must indicate what question(s) you are investigating, place these questions in a historiographical context, note major bodies of sources, outline methodology, offer a proposed structure for the final work, and provide a potential schedule for completion. For more guidance on how to write a prospectus, consult your adviser. The following University of Arizona webpage has [useful suggestions on developing a prospectus](#), and there is also a prospectus guide on the graduate student Canvas webpage.

The M.A. Plan I Oral Exam

The Oral Exam is intended to serve as the capstone experience for the MA-Plan I student. The exam covers the materials in your thesis and offers you the opportunity to discuss the intellectual challenges, problem, and conclusions of your thesis with your committee. The Graduate Catalog clearly states that your oral examination be conducted by the committee not less than four weeks prior to commencement.

Electronic Submission and Approval of Your Thesis

Document Preparation - Work with your committee to develop and execute the research and write your thesis. Specific formatting requirements are contained in the Thesis/Dissertation Handbook.

Convert your document to PDF - Please see the instructions for **converting** your document.

Required Forms - When the thesis is in the final form required by the committee, the student secures the signatures of the thesis committee members and the graduate coordinator on the **ETD Submission Form. A copy of the thesis title page and abstract must be attached to this form and submitted to the Graduate College by the posted deadline each semester..**

The Microfilm Agreement form is no longer required since OhioLINK automatically forwards the dissertation to PQIL. However, if you wish to copyright your document, a certified check or money order (no personal checks, please) made out to PQIL for \$45 should be included. The Graduate College will forward your money order to PQIL.

Submitting your thesis to OhioLINK - Once your manuscript has been defended, approved by your thesis committee, and converted to a PDF document, you are ready to upload it to OhioLINK. Complete upload instructions are available from the link below.

Please use caution when completing the abstract section on the OhioLINK site. You may need to replace special characters or formatting before you copy and paste your abstract information.

[Submit your document to OhioLINK](#)

It is suggested that once you have submitted your manuscript to OhioLINK, you should try to download the document from the OhioLINK server to make sure that the upload process was successful. If you receive a "Bad or corrupt file" error message while downloading, please contact the **ETD Coordinator** for assistance.

Approval of your ETD - Once the file has been uploaded to OhioLINK, the ETD Coordinator will review the PDF document. If any problems are discovered with your ETD or PDF document, you will be contacted as soon as possible to resolve any issues before approval is granted. Upon final approval by the Graduate College, your electronically submitted thesis or dissertation will become immediately available for download from the OhioLINK web site.

OhioLINK will forward doctoral dissertations to UMI/ProQuest for archiving purposes. Both masters and doctoral manuscripts will be cataloged in the BGSU Libraries.

M. A. I Schedule for Successful Completion of Degree

Completing the steps for the M.A. Plan I degree may be somewhat confusing. To help sort out the process, complete the checklist. You should consult the Graduate College website for the deadlines for thesis and application for graduation.

Stage One:

1. Submit Checklist to Graduate Coordinator for review and approval at the end of your second semester.

Proposed Date _____
Date Completed _____

2. Confer with your adviser to discuss a thesis topic and a Thesis Committee.

Proposed Date _____
Date Completed _____

3. Select chair for Oral Exam and Thesis Committee along with other committee member(s).

Proposed Date _____
Date Completed _____

6. Compose a timeline in accordance with the Graduate College deadlines for completion of Oral Exam and thesis.

Proposed Date _____
Date Completed _____

4. Submit prospectus of the thesis to chair for approval. Obtain an application form for approval of thesis topic from the Graduate College website, complete the form, and have all committee members sign it.

Proposed Date _____
Date Completed _____

Stage Two:

1. Complete the research.

Proposed Date _____
Date Completed _____

3. Submit first complete draft of the thesis to the chair.

Proposed Date _____
Date Completed _____

4. Apply for graduation by deadline set by the Graduate College.

Date Completed _____

5. Submit second complete draft with revisions incorporated to the committee at least three weeks before the date set for the Oral Exam.

Proposed Date _____
Date Completed _____

6. Pass the Oral Exam. Obtain the form for oral exam and approval of thesis from the Graduate College website, complete the form, and have all committee members sign it.

Proposed Date _____
Date Completed _____

7. Upload your thesis to OhioLINK. by the Graduate College deadline.

Proposed Date _____
Date Completed _____

M.A. Plan II - Examination

- A. The completion of 30 hours of course work, at least 21 hours of which must be in History. At least 18 of these 21 hours must be in 6000-level 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). The examination lasts four hours for the major field and two hours for the minor field and is normally administered on two consecutive days.
- 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.

M.A.T. Program

Overview

The Department of History at BGSU offers an MAT program revised to the most current NCATE standards.

In the M.A.T. program, the Department stipulates requirements in terms of four field groups:

Field 1:	American History (U.S. and/or Canada)
Field 2:	European History
Field 3:	World History (at least one course specifically in World History)
Field 4:	Policy History

Course Offerings:

Whether you are seeking a degree or graduate credits in History for certification, the BGSU Department of History offers courses accessible to educators:

- Online courses
- Six-week summer session courses
- Night classes (6-9pm) at the BGSU main campus.
- Saturday classes (one per year)
- One credit-hour workshop

The Department offers courses in African, Asian, American, Canadian, European, Latin American, World, Policy, and Public History.

Requirements for Admission:

Applicants to the M.A.T. program must be certified to teach K-12 prior to admission and may submit Praxis II or NTE scores in lieu of GREs. (GREs are also accepted.) The application also requires undergraduate transcripts and three letters of reference.

Requirements

- A. The completion of 36 semester hours, of which 21 to 27 hours must be in History and 9 to 12 hours in Education.
- B. No more than 7 credit hours may carry a grade of less than a B.
- C. M.A.T. students will write a research paper which requires study beyond the usual writing requirements for courses and which demonstrates ability to apply research findings in a classroom situation. This paper is usually written as part of the requirements in the professional course in pedagogy.
- D. Passing a final written comprehensive examination covering a major and minor field of History. The fields must be selected from different groups of fields, as listed in Part 2, J. 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). The examination will focus on the student's general comprehension and the specific assigned readings. The examination lasts four hours for the major field and two hours for the minor field and is normally administered on two consecutive days.

E. Unlike regular M.A. students, M.A.T. students may choose to meet the skills portion of their course requirements in one of three ways: the department-designated Methodology seminar, Historiography (HIST 6520), or the language requirement (e.g. language or advanced statistics).

Dual Degree Programs

The Department of History offers three dual degree programs, one each in conjunction with French, German, and Spanish. Because the dual degree requires a total of 54 credits, students for the dual degree generally complete their degrees in three years, rather than the standard two for M.A. students. They typically spend one year abroad and two at BGSU in Bowling Green. Of those two years, they are generally a teaching assistant in the appropriate language department for one of those years, and a teaching or research assistant in the Department of History for the other years.

Each of the respective programs has its own checklists and policies regarding their portion of the dual degree. The History portion of those checklists is provided in this handbook.

Certificate Program in Public History

The Public History certificate program is jointly administered by the Department of History and the American Culture Studies Program. The adviser for the program is the Director of American Culture Studies, Dr. Andrew Schocket (aschock@bgsu.edu).

The Public History program offers advanced graduate training for professionals in the public history profession in the three-state region of Ohio, Michigan, and Indiana. The program is practical and career-focused in its design, featuring courses in historical museum management, museology, local history, archival administration, and preservation studies taught by academic specialists in these topics and by expert practitioners in the field of public history/historical museum management. The program of study is capped by an internship experience to give students actual hands-on experience in the field.

Admission Procedures

Students must apply to the Graduate College for general admission. GRE scores are not necessary for the stand-alone certificate.

In addition to the application required by the Graduate College, applicants to the certificate program must submit the following to the History Department: (1) two letters of recommendation from recent instructors, employers, or other individuals qualified to evaluate probable success in the program; (2) a personal statement of intent delineating the purpose for enrolling in the program and outlining career goals (2-3 pages). Careful attention is given to these materials.

Admission Requirements

Students who wish to be admitted to the graduate certificate program in Public History must meet at least one of the following requirements:

- A. Be enrolled in an appropriate graduate program at BGSU (History, ACS, or other related field), with a current graduate GPA of 3.0 or better.

Or, for the stand-alone certificate:

- B. Hold a bachelor degree in an appropriate field of study (History, American Studies, or other related field) with a 3.0 minimum grade point average, or
- C. Have already completed a graduate degree in an appropriate area of study.

Time to completion of certificate

The graduate certificate in Public History must be completed within four years from the semester date that the first course is taken. The certificate is awarded upon the completion of all degree requirements, including the internship. The graduate certificate in Public History will appear on the student's official transcript.

Certificate Requirements

The certificate program consists of seventeen academic credit hours of work. These must include fourteen-sixteen hours of course work (described below) plus two-three hours of approved internship credit as a capstone experience as the completion of the graduate certificate program. The program of course work includes two required courses:

- HIST/ACS 6540 Museology (3 HRS)
- HIST/ACS 6570 Historical Society Administration (3 HRS)

These two courses are each offered every other year, normally during the Fall semester of each academic year on a rotating basis. Both of these courses must be successfully completed for the certificate program degree.

The program of study also includes a requirement that students successfully complete any two of the following three courses:

- HIST 6100 Local History (3 HRS)
- HIST 6560 Archives Administration (3 HRS)
- TECH 6820 Preservation Studies (3 HRS)

These three courses are also offered on an every-other year basis, with TECH 6820 normally being offered during the Summer semester, the other two courses normally being offered during the Spring semester.

Finally, the program includes a requirement that students successfully complete a capstone internship, to be arranged with the graduate coordinators of the History/ACS programs at an approved historical museum, historical society, or other professionally appropriate worksite.

- ACS 6890/7890 or HIST 6880 Internship (2-3 HRS)

The internship will normally be taken during the second year of study in the graduate certificate program, following the completion of all course work for the certificate, but may be taken somewhat earlier in the certificate program as circumstances dictate and with the approval of the graduate coordinator of the ACS or History program. BGSU requires that for each hour of academic internship credit, students must complete 45 hours of supervised on-site work.

Research Funding

The Department of History realizes that research trips cost money. In order to facilitate the research process, money will be set aside each academic year for to support graduate student research. This money will be awarded on a competitive basis and is contingent on the availability of funds.

The general guidelines for eligibility and application for research funds are as follows:

1. Requests must provide a budget, and include a detailed research plan. There is a rolling deadline for requests, but they must be made no less than two weeks before the date of travel. Requests must be submitted to the Graduate Coordinator.
2. The University requires receipts for reimbursement. These should be turned into the graduate secretary no less than 2 weeks after the trip.
3. Typical research support would be up to \$500 for regional research trips (4-8 hour drive), up to \$1,000 for national research trips, and up to \$1,500 for international research trips. Department funds will generally pay no more than \$50 a night for lodging, will reimburse for actual travel expenditures (gas, parking, etc.) but not for mileage, and will not pay per diem for food. The department will reimburse only for the lowest available airfare.
4. Keeping the above guidelines in mind, the graduate committee will determine support on a case-by-case basis. It reserves the right to increase or decrease support as it sees fit.
5. PhD students engaged in dissertation research will be given first priority.
6. Students who have made an effort to secure non-departmental funding will be given special consideration. An effort to secure non-departmental funding is obligatory for all requests over \$200.

Funding for Conferences and Professional Meetings

The Department of History encourages graduate students to read papers at professional conferences as part of their professional development. In order to facilitate this process, money will be set aside each academic year for that purpose. Conference participation support is contingent on the availability of funds.

The general guidelines for eligibility and application for conference are as follows:

1. Requests must be made ahead of time, provide a tentative budget, and include documentation of participation. Requests made after the fact will not be funded except under extraordinary circumstances. Requests must be submitted to the Graduate Coordinator.
2. The University requires receipts for reimbursement. These should be turned into the graduate secretary no later than 2 weeks after the conference.
3. "Typical" conference participation support would be \$100 for regional conferences (4-8 hour drive), \$200 for national conferences, and \$300 for international conferences. The Department will generally pay no more than 1 night of lodging (\$75 maximum), will

- reimburse for actual travel expenditures (gas, parking, etc.) but not for mileage, and will not cover per diem for food. The department will reimburse only for the lowest available airfare.
4. Keeping the above guidelines in mind, the graduate committee will determine support on a basis. It reserves the right to increase or decrease support as it sees
 5. Funds will be allocated on a first come/first served basis. Students are encouraged to apply as soon as possible after notification of participation.
 6. All things being equal, PhD students will be given priority over MA students.
 7. Students who have made an effort to secure non-departmental funding will be given special consideration.

Graduate Student Awards

The Department of History at Bowling Green State University annually recognizes outstanding performances of graduate students as educators, researchers, and departmental citizens. The departmental awards for which M.A. students are eligible are as follows:

Outstanding Research Paper:

A faculty panel considers the research output of MA and PhD students to determine the department-wide Outstanding Research Paper. This work is typically a seminar paper, written for a class during the same calendar year.

Outstanding Departmental Citizen:

A panel consisting of faculty and staff considers the contributions of MA and PhD students to creating an environment conducive to learning and teaching. The department presents this award to the graduate student(s) who most clearly represents and demonstrates through actions the core values of service to the department, fostering community spirit, and a readiness to volunteer as needed. The award recognizes student achievement beyond the classroom to better foster the ideal of what it means to be an “outstanding departmental citizen.

Graduate Student Funding Policy

Graduate Assistantships

All stipends reflect a 20-hour assistantship for both the fall and spring academic semesters. Continued funding is contingent upon satisfactory performance in assigned duties, maintaining academic standing, and making satisfactory progress toward degree as defined in the Graduate Catalog.

Students with funding beginning 2013-2014

MA students on assistantship will receive an annual stipend of \$10,500, for up to two academic years.

General fees

Students granted assistantships will be responsible for any general fees assessed by the Bursar.

Tuition scholarships

MA students on assistantship will receive a tuition scholarship over the course of their two years of funding, and amounts of the tuition scholarship may vary between students. Scholarships will be distributed in the following fashion:

- A tuition scholarship at resident or non-resident rates the first year of enrollment (Fall semester, spring semester).
- A tuition scholarship at resident rates the second year of enrollment (Summer, Fall, and Spring semesters). It is necessary for students to establish Ohio residency in the first year to avoid being charged non-resident rates for the second year.

Additional Tuition Scholarships

The Department recognizes that there are instances in which taking credits beyond the minimum for degree can be essential in a student's academic and career goals. Examples include but are not limited to acquisition of additional languages, methodological training in a discipline useful for thesis or dissertation research, and exposure to theoretical approaches from disciplines outside of history. Students on assistantship may apply for a small number of tuition scholarships for additional credits beyond those they are granted to complete their degrees. These applications will be prioritized according to the following criteria, subject to availability:

- Relevance to student's program of study or research
- Endorsement of student's adviser
- GPA in the program
- Residency status

M.A. Check List: Plan I

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 four 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

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: _____

Thesis Topic:

M.A. Oral Exam _____ Passed _____

Total Hours _____ Graduation _____

M.A. Check List: Plan II

Credits needed for graduation:

30 semester hours of coursework.

At least 24 credit hours must be in history.

At least 18 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 four field groups:

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

Field 2: European History

Field 3: World History (at least 1 course specifically in World History)

Field 4: Policy 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: _____

COMPREHENSIVE EXAM PASSED _____

Total Hours _____

Graduation _____

M.A.T. Check List

Credits needed for graduation:

36 semester hours: 21-27 hours in History courses, 9-12 hours in Education courses.

At least 18 of these 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

Basic Requirements

One of the following three options:

Historiography (HIST 6520) _____

Methodology (department-designated seminar) _____

Language Requirement: to be met by _____ completed

In addition to:

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

Distribution

The History Department stipulates requirements in terms of four field groups for the M.A.T.:

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

Field 2: European History

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

Field 4: Policy History

MAJOR FIELD at least 9 credit hours in history

Courses taken: _____

MINOR FIELD at least 6 credit hours in history

Courses taken: _____

College of Education requirements (at least 8 credit hours)

All MAT History Program students must complete the two core courses in Education (EDTL 689, EDTL 710), as well as an additional 3 hours of electives in Education from the list that follows:

Practicum in Curriculum and Instruction (EDTL 689) 2-3 hrs _____

Curriculum and Instructional Design (EDTL 710) 3 hrs _____

Elective courses in Education: EDTL 611 (3); EDIS 654 (3); EDFI 673 (3); EDFI 677 (3); EDFI 756 (3); EDFI 760 (3); EDFI 780 (3) _____

COMPREHENSIVE EXAM PASSED _____

Total Hours _____

Graduation _____

Dual M.A. History Checklist: Plan I

Note: these are the History requirements only for the Dual M.A. with French, German, and Spanish, respectively. Please consult the appropriate Graduate Coordinator for those disciplines for the checklists and guidelines regarding those programs.

Credits needed for graduation:

27 semester hours: 21 hours of coursework and 6 hours of thesis research.

At least 18 credit hours of coursework 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 four 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

MAJOR FIELD at least 9 credit hours in history

Courses taken: _____

MINOR FIELD at least 6 credit hours in history

Courses taken: _____

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

Thesis Topic:

M.A. Oral Exam _____ Passed _____

Total Hours _____ Graduation _____

Dual M.A. History Checklist: Plan II

Note: these are the History requirements only for the Dual M.A. with French, German, and Spanish, respectively. Please consult the appropriate Graduate Coordinator for those disciplines for the checklists and guidelines regarding those programs.

Credits needed for graduation:

27 semester hours of coursework.

At least 24 credit hours must be in history.

At least 18 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 four field groups:

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

Field 2: European History

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

Field 4: Policy 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 (date): _____

COMPREHENSIVE EXAM PASSED _____

Total Hours _____

Graduation _____