

**HISTORY M.A. PROGRAM**

**POLICY MANUAL & GUIDELINES**  
**FOR FACULTY & STUDENTS**

Revised April 27, 2007

## Contents

### Part I: Official Policies

1. Mission Statement
2. Student Learning Outcomes
3. The M.A. Coordinator
4. The Graduate Committee
5. Admissions Procedures
6. GTA Awards & Renewals
7. Program of Study
8. Satisfactory Progress & Admission to Candidacy
9. Graduation Requirements
10. Revalidation of Courses
11. Dual Degree with SLIM
12. Internships
13. Program Assessment
14. Student Responsibilities & Involvement

### Part II: Student Guidelines

15. The Application Process
16. An Overview of the M.A Program
17. The Thesis Process
18. The Exam Process
19. Additional Resources

### Part III: History M.A. Forms

[M.A. Student Information Form](#)

[Application for Master of Arts Degree Candidacy](#)

[Master of Arts Degree Plan](#)

[Thesis/Exam Assessment](#)

[Graduating Candidate Survey](#)

[Alumni Survey](#)

NOTE: This book is intended to supplement, not supersede, the Graduate Office's [Graduate Policy Handbook](#). Students should refer to the Graduate Policy Handbook for general university policies and procedures. If material contained in this book conflicts in any way with the Graduate Policy Handbook, the Graduate Policy Handbook takes precedence.

PART I:  
OFFICIAL POLICIES

### **1. Mission Statement**

The M.A. program in History at Emporia State University is designed to transform students of history into historians. The program is intended to both broaden and to sharpen students' study of the subject. The M.A. degree may be obtained by following either a thesis or non-thesis course of study. In either case, those who successfully complete this program are highly motivated, interested in the factual and theoretical aspects of the field, and able to demonstrate through a variety of written and oral forms their commitment to excellence. Working together, the faculty and students create an atmosphere in which the requisite skills in critical thinking, research, and writing are taught, explained, nurtured, and evaluated. The program produces graduates who attain a level of performance and expertise that allows them to move on to additional graduate studies, teaching, archival work, public history, or other activities related to the discipline.

### **2. Student Learning Outcomes**

Graduate students working toward an M.A. in History will undertake intensive study of a particular era in history, culminating in an original research project through readings seminars, research seminars, internships, and other coursework as appropriate. They are expected to develop skills in the following areas:

- Content—in-depth knowledge of events, people, and cultures in an area of specialization in a variety of reading and research seminars.
- Critical thinking—analysis of primary sources; synthesis of information from primary and secondary sources; construction of arguments based on available evidence; critical assessment of secondary sources in terms of argument, evidence, and approach to the research question.
- Communication skills and methodology—construction of arguments through clear analytical writing, use of evidence and strong research techniques; knowledge of existing work in the field.
- Understanding of the field—awareness of historiography (general philosophy of history and specific interpretations relevant to research project); appreciation of the relationship between history and related fields in the social sciences and humanities; knowledge of career paths open to historians.
- Research—ability to plan and execute a research project on an original topic.

### **3. The M.A. Coordinator**

The M.A. Coordinator oversees all aspects of the History M.A. program including marketing, admissions, advising, and assessment. These elements require

- Responding to information requests from potential students received by telephone, student e-mail, Graduate Office e-mail, and campus visits
- Assembling application files for admissions and teaching assistantships
- Processing applications for admissions (every semester) and teaching assistantships (every spring semester) and notifying the Graduate Office of department decisions
- Holding an orientation for new graduate students and all Graduate Teaching Assistants (GTAs) at the beginning of fall semester

- Advising all graduate students on course schedules, graduation requirements, and after-graduation options to ensure that students complete their degrees in a timely manner that is appropriate for their career goals
- Handling registration (pre-enrollment, dropping, adding) and granting permission for automatic withdrawals for all current graduate students every semester
- Announcing deadlines, scholarships, conferences, and other opportunities to all graduate students
- Coordinating GTA awards, renewals, and assignments every spring semester for the next academic year
- Teaching HI504, Intro to Graduate Study in fall semester and HI893, GTA Training Seminar in spring semester
- Assessing the M.A. program according to direct and indirect measures

#### **4. The Graduate Committee**

- A three-person Graduate Committee oversees graduate study within the History Department. The M.A. Coordinator chairs this committee; the other 2 slots rotate among tenured or tenure-track history faculty each year. No faculty member except the M.A. Coordinator may serve 2 consecutive years.
- Duties of the Graduate Committee include evaluating applications for admission, granting and renewing GTAships, removing probationary status for students who meet criteria, judging cases of unsatisfactory progress, granting degree candidacy, and recommending students for Academic Achievement Awards (Grad Office's deadline 3rd week of April), Boylan Scholar Award (deadline beginning of March), Harold Durst Graduate Research Award (2<sup>nd</sup> week of March), and Boylan Thesis Award (fall semester).

#### **5. Admissions**

- Applicants for the M.A. program in History must submit to the Graduate Office
  - an application;
  - a 1- to 2-page statement of purpose;
  - 2 letters of recommendation from college instructors or employers;
  - a writing sample.

The statement of purpose should briefly explain why the applicant wishes to pursue a master's degree and how this degree fits into the applicant's future goals. The writing sample of 5–10 pages must come from an upper-division college course, preferably in history, though papers from humanities or social sciences courses are also acceptable. Applicants may use the same letters of recommendation for GTA applications (see below).

- Minimum admission requirements (meeting these minimums does not guarantee admission):
  - bachelor's degree with overall GPA of 2.75;
  - at least 12 hours of coursework in history, with 3.0 GPA in these courses;
  - writing sample deemed "Satisfactory" by Graduate Committee.
- Applicants may petition a waiver of the writing sample if they have not taken college courses in the prior 24 months. They may also add explanatory material if they do not meet other minimum requirements for admission.

- The Graduate Committee will evaluate applications on the basis of the applicant’s capacity for advanced study in history, based on the student’s writing ability, history GPA, and recommenders’ comments.
- Each member of the Committee will independently evaluate the applicant’s admission file, rating the writing sample as “Satisfactory” or “Unsatisfactory” and recommending rejection, full admission, conditional admission, or probationary admission.
  - full admission: no restrictions
  - conditional: used for graduating seniors, who must obtain a bachelor’s degree before admission. Their final GPA must be evaluated, and if necessary they will be admitted on a probationary basis.
  - probationary: students must achieve a 3.0 GPA in their first 6 or first 9 hours of study. The Graduate Committee members should indicate a level of probation in their recommendation.
- The Graduate Committee will then make a decision about the applicant’s status. Members may collectively decide to override the requirement of 12 hours in History or other aspects of the minimum requirements. The M.A. Coordinator will propose a course of action, which all members will vote upon. The proposed course of action must receive at least 2 out of 3 votes to pass. The M.A. Coordinator will notify the Graduate Office and the applicant of the Committee’s decision.

## 6. GTAship Awards & Renewals

- The Department of Social Sciences offers teaching assistantships to students in the History M.A. or Social Sciences M.A.T. programs. Graduate Teaching Assistants (GTAs) usually work with faculty teaching introductory courses in U.S. or world history. Assistantships may extend through the full academic year (fall and spring semesters) or for one semester only. The number of positions and the salary amounts are dependent on annual funding; typically the department has five to seven openings per academic year. GTAships are limited to 4 semesters and must be renewed each academic year by the Department of Social Sciences.
- GTAs must hold a bachelor’s degree (B.A., B.S., or B.S.E.) from an accredited college or university at the time they take up their duties. They must be admitted and enrolled full-time in either the History M.A. or Social Sciences M.A.T. program for the duration of their appointment.
- GTAs receive a full tuition waiver for the semesters covered by their contract. GTAs who hold full-time appointments will be eligible for health insurance through the university.
- Award and renewal decisions on Graduate Teaching Assistantships are made every spring semester for the fall and spring semesters of the next academic year.
  - Returning GTAs should notify the M.A. Coordinator by February 1 if they wish to renew their position. Renewal applications should include a self-reflective letter and a letter of recommendation from a professor who has supervised their assistantship. These materials will be made available to all tenured and tenure-track History faculty.
  - New applicants should submit assistantship applications to the Graduate Office by February 1. Applications received after this date will be considered if positions remain unfilled, but priority will be given to those received by the deadline.
- All tenured or tenure-track member of the history faculty will review renewal and new applications.

- Faculty will consider each renewal application on the basis of the applicant's graduate coursework and teaching record. They will then vote on each renewal request, which must receive a plurality of votes to be granted.
- Faculty will consider each new application on the basis of the student's undergraduate record and graduate record, if any. Each faculty member shall rank new applicants in order of preference. The M.A. Coordinator will tabulate the rankings and distribute them to faculty, who will then vote on which applicants will receive full-year or part-year positions. They will also vote on a ranked list of alternates.
- The Graduate Committee will determine on a case-by-case basis whether GTAs on academic probation may retain their positions.
- All GTAs are required to attend the orientation session held just prior to the start of classes in August. All GTAs must take HI893, GTA Training Seminar, as close to the beginning of their assistantships as possible.

## 7. Program Structure

- Graduate students elect to pursue either the thesis option or the nonthesis option. Beyond the stipulations below, they will have latitude in choosing classes that meet their interests and career goals, with the approval of the M.A. Coordinator.
- All students must take the following courses in their first 2 semesters of graduate study:
  - HI504, Intro to Grad Studies (1 hour)
  - 1 research seminar (3 hours)
  - 1 readings seminar (3 hours)
  - HI501, Philosophy of History (3 hours)
- Other coursework can include additional readings or research seminars, directed readings courses, or internships. All M.A. students must take a minimum of 2 research seminars and 2 readings seminars.
- The historiography requirement can be met with an undergraduate or graduate transfer course upon approval of the M.A. Coordinator. Students who have not taken this course at ESU should submit a syllabus from the course or schedule an appointment with the M.A. Coordinator. Students who meet the historiography requirement would then take another 3 hours of electives.
- At the end of the second semester of graduate study, students reach a decision point for the thesis or non-thesis options.
  - All students must apply to the Graduate Committee for degree candidacy, indicating their chosen option and their advisory committee.
  - The 3 faculty members on the advisory committee will evaluate the student's thesis/defense or written/oral exams. Students select the chair and members. Only full-time tenured or tenure-track History faculty may serve as chairs.
  - Thesis students should also file a thesis proposal approved and assessed by their advisory committee.
- Thesis option: 30 hours, including 6 hours of thesis prep; this option's research orientation is best suited for students who plan to pursue a Ph.D. or a career in public history. Eighteen (18) of the total hours must be at the 700 level or above. Up to 6 hours of coursework may be taken outside of History, with permission from the M.A. Coordinator.
- Non-thesis option: 36 hours; this option's wider field of study is best suited for students headed for careers in library science, secondary education, or non-academic professions.

Twenty-two (22) of the total hours must be at the 700 level or above. Up to 9 hours of coursework may be taken outside of History, with permission from the M.A. Coordinator.

- Students must obtain approval from the M.A. Coordinator before enrolling in, adding, dropping, or withdrawing from classes each semester. They must also obtain approval from the M.A. Coordinator before enrolling in directed readings courses or courses from outside the department.

<b>Thesis Option</b>		<b>Non-Thesis Option</b>	
2 readings seminars	6	2 readings seminars	6
2 research seminars	6	2 research seminars	6
HI501, Philosophy of History (if already met, add 3 hours of electives)	3	HI501, Philosophy of History (if already met, add 3 hours of electives)	3
Other electives	9	Other electives	21
Thesis	6		
<b>Total hours</b>	<b>30</b>	<b>Total hours</b>	<b>36</b>

**8. Satisfactory Progress**

- Satisfactory progress entails a minimum GPA of 3.0. The M.A. Coordinator will inform students who are not making satisfactory progress in writing that they must achieve a 3.0 GPA in coursework taken over the next semester, or they will be denied candidacy and asked to terminate their graduate study.
- After students admitted on probation have completed a minimum of 6 hours of graduate study, the Graduate Committee will decide if they are making satisfactory progress so that probationary status can be repealed.
- Students who fail to achieve a minimum GPA of 3.0 in any semester will be put on probationary status by the Graduate Office.
- In all cases of probationary status, that status must be repealed before candidacy can be granted.

**9. Graduation Requirements**

- Courses taken to fulfill undergraduate deficiencies do not count toward graduate program requirements.
- Students in the non-thesis option will take 3 written and 1 oral examination in their last semester of study to demonstrate their mastery of content, historiography, and research methodology.
  - By the sixth week of the semester, each member of the advisory committee will submit several questions for these examinations to the committee chair, who will forward them to the student.
  - Before each written exam, the faculty member responsible for that exam will choose 1 question from those submitted; other questions may be reserved for the oral exam. Students will have 3 hours for each written exam.
  - Each member of the advisory committee will evaluate all written exams individually before the oral examination, commenting on the student’s performance in terms of content, critical thinking, knowledge of historiography, and clarity of expression.

- The advisory committee will then vote on the student's written performance. At least 2 of the 3 members must vote that the student's performance was satisfactory and that the student may proceed to the oral examination. If the student's performance was not satisfactory, the student may retake any unsatisfactory written examinations once, and the committee will re-evaluate them individually as above.
- In the oral examination, committee members may ask students to expand upon their written answers and/or ask questions that were not selected for the written exam. Then the advisory committee will evaluate the student's performance as a group by vote; at least 2 of the 3 members must vote that the student's performance was satisfactory. The committee will then submit their evaluations to the M.A. Coordinator. Students must pass both exams to receive the degree.
- Thesis students should choose a topic, prepare a thesis proposal, and select 3 faculty members for their advisory committee by the end of their second semester of study. Only full-time tenured or tenure-track faculty may serve as chair for the advisory committee. When the student has produced a satisfactory version of the thesis, the student and the advisory committee chair will establish a timetable for its defense and final revision. The student will then submit copies to the remaining members of the committee. Committee members will meet with the student for an oral defense of the student's research, historiographical framework, methodology, and argument. Committee members may suggest final changes for the thesis. The advisory committee will evaluate the thesis individually by commenting on the above areas. They will then vote as a group on whether to accept the thesis pending revisions. At least 2 of the 3 members must vote that the thesis was satisfactory. The committee will then submit their evaluations to the M.A. Coordinator.

### **10. Revalidation of Courses**

Graduate students have 7 years to complete their M.A. degrees. Under exceptional circumstances, students may petition for a 1-year extension. The program will not revalidate courses that fall outside this 8-year deadline.

### **11. Dual Degree with SLIM**

Students simultaneously pursuing a History M.A. and an M.L.S. at ESU's School of Library and Information Management (SLIM) can apply up to 6 hours of SLIM coursework toward the History M.A. and up to 6 hours of history coursework toward the M.L.S., but the total number of hours shared between the two programs cannot exceed 10 hours.

### **12. Internships**

- Students interested in internships should contact the appropriate instructor at least 24 weeks (1.5 semesters) before the semester in which they intend to start the internships. The instructors need advance notice to place students at an appropriate facility; instructors, internship supervisors at the facility, and students must also agree upon the course parameters.
- Students may apply no more than a total of 6 internship hours from Emporia State University or any other accredited institution toward degree requirements.

### **13. Assessment**

The M.A. Coordinator, the Graduate Committee, and the History faculty will assess program effectiveness according to the following measures.

#### **A. Direct Measures**

Thesis (for thesis option students) or written and oral examinations (for non-thesis option students), evaluated by the student's advisory committee of 3 faculty.

1. Each thesis student's advisory committee must approve the thesis proposal, the preliminary version of the thesis, and the final version completed after the student's oral defense. Each committee member must fill out an evaluation form on the thesis proposal when it is approved and on the thesis after it has been defended.
2. Each non-thesis student's advisory committee must write the examinations and evaluate the student's performance. Each committee member must fill out an evaluation form on each written exam and on the oral exam after grading them.

#### **B. Indirect Measures**

1. Survey of graduating students, administered by the M.A. Coordinator.
2. Alumni survey, administered by the M.A. Coordinator three years after students receive their degrees.
3. Reflective letters written by students who take internship hours.
4. Evaluations by onsite internship supervisors, collected by the M.A. Coordinator.

#### **C. Student Involvement in Assessment**

The Graduate Committee will hold a student forum in spring semester. Here the Graduate Committee will present the assessment findings from the previous year, soliciting questions and feedback from the students about assessment procedures and the program overall. Then students will have the opportunity to talk amongst themselves with no faculty present. The students will present a written report of their discussion. Students may request an additional forum in that academic year to discuss faculty responses to their concerns.

#### **D. Annual Assessment Report**

The M.A. Coordinator will submit an annual report to the Chair of the Social Sciences department in the spring semester. This annual report will analyze the quantitative (rubric and survey scores) and qualitative (comments from reflective letters, surveys, evaluations, etc.) data, plus feedback from that year's student forum. After reading the report, the Chair can meet with the M.A. Coordinator to discuss feasible changes in the M.A. program and program assessment.

### **14. Students' Responsibilities & Involvement**

- Students must ensure that the Social Sciences Department has a current e-mail address for them at all times, as departmental communications will be sent via e-mail.
- Students should enroll for courses at least 10 business days before the beginning of the semester, unless there are extenuating circumstances.
- Students who have entered the program but cannot enroll must inform the M.A. Coordinator in writing each semester that they will not be registered. Should students remain unregistered for more than 3 consecutive semesters, they must reapply for admission with the Graduate

Office. The application packet for readmission must contain an application and an updated statement of purpose, which the Graduate Committee will evaluate.

- The M.A. Coordinator will hold an orientation for new graduate students and all GTAs just before the beginning of fall semester. The M.A. Coordinator may also choose, based on the number of incoming students or new GTAs, to schedule a mid-year orientation just prior to the start of spring semester classes. This orientation will explain the program to new students and will discuss GTA responsibilities. All GTAs must take HI893, GTA Training Seminar, as close to the beginning of their assistantships as possible. HI893 is offered every spring semester.
- The M.A. Coordinator will hold a student forum in spring semester to provide assessment data from the previous academic year and to explain how the department has responded to student concerns. Students may ask questions or offer feedback on the program to faculty. Then students will choose a moderator, discuss the program and the assessment data amongst themselves. They should provide a written report to the Graduate Committee within 1 week of the forum.

PART 2:  
STUDENT GUIDELINES

### 15. The Application Process

See p. 2 for the official version.

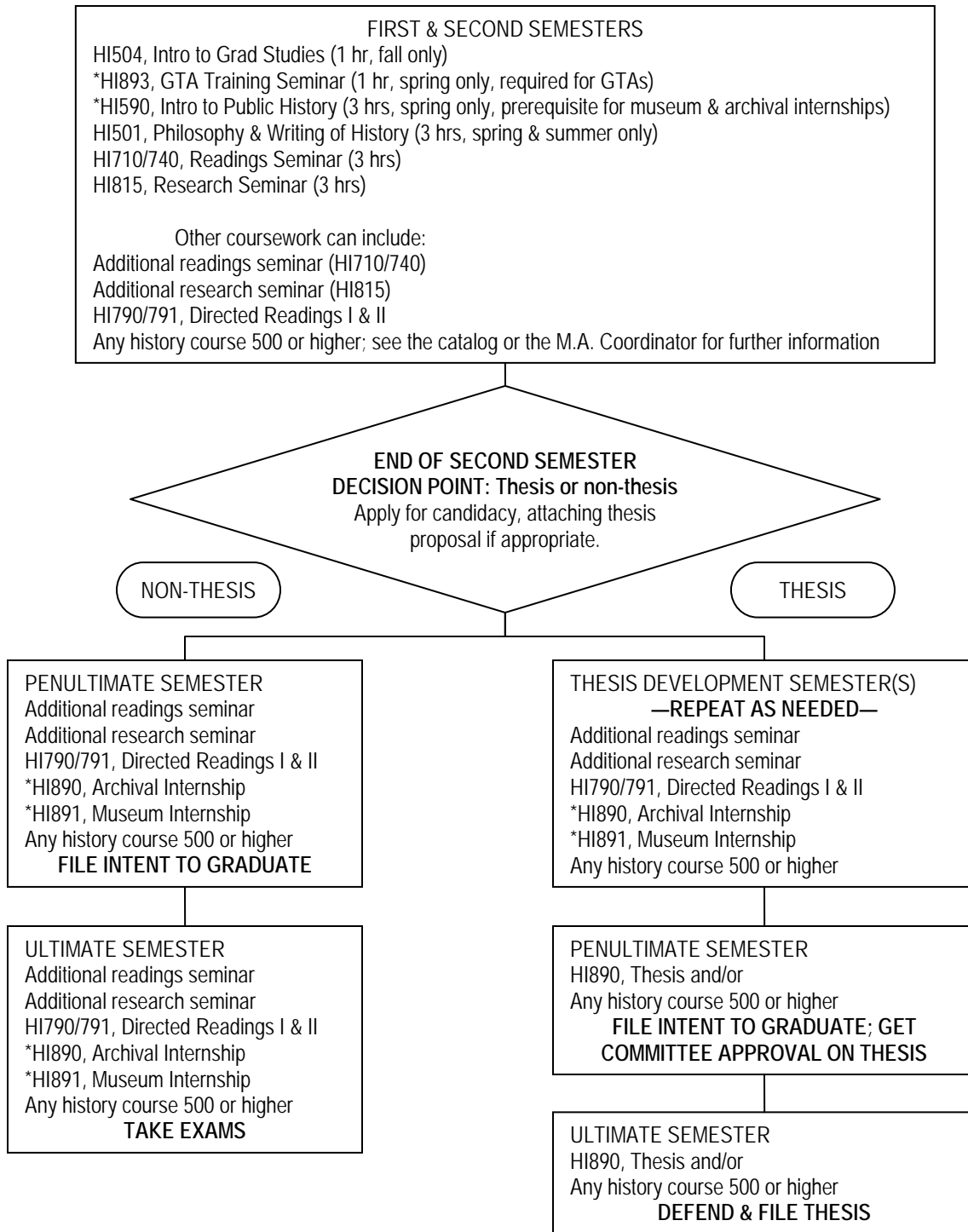
#### Steps to take:

- If you’re applying for **admission only**, you may do so at any point in the year, and you may begin your course of study in fall, spring, or summer once you’ve been accepted. However, the Graduate Committee generally evaluates applications only during the regular school year, in fall and spring semesters. Allow at least two weeks for processing by the Graduate Committee once your application file is complete. **Typically, the History M.A. program can only accept 5 new graduate students per academic year.**
- If you’re applying for **admission and a Graduate Teaching Assistantship**, your application files should be complete by February 1. Applications received after this date will be considered if positions remain unfilled, but priority will be given to those received by the deadline. The Graduate Committee evaluates applications for GTAships every spring for the next academic year, though some appointments may not begin until mid-year.
- If you’re applying for a **GTAship only**, you must already be accepted into either the History M.A. or Social Sciences M.A.T. program. Your application file should be complete by February 1. Applications received after this date will be considered if positions remain unfilled, but priority will be given to those received by the deadline. The Graduate Committee evaluates applications for GTAships every spring for the next academic year, though some appointments may not begin until mid-year.
- All application materials should be sent to the Graduate Office. Their website contains downloadable forms and online submission forms (<http://www.emporia.edu/grad/load.htm>).
- The statement of purpose should briefly explain why the applicant wishes to pursue a master’s degree and how this degree fits into the applicant’s future goals. The writing sample of 5–10 pages must come from an upper-division college course, preferably in history, though papers from humanities or social sciences courses are also acceptable. Applicants may use the same letters of recommendation for admissions and GTA applications, for a total of three letters.
- Applicants may petition a waiver of the writing sample if they have not taken college courses in the prior 24 months. They may also add explanatory material if they do not meet other minimum requirements for admission.
- Minimum admission requirements (meeting these minimums does not guarantee admission):
  - bachelor’s degree with overall GPA of 2.75;
  - at least 12 hours of coursework in history, with 3.0 GPA in these courses;
  - writing sample deemed “Satisfactory” by Graduate Committee.

Application Materials for Admission	Application Materials for GTAship
<ul style="list-style-type: none"> <li>□ an application <a href="http://www.emporia.edu/grad/appinstr.htm">http://www.emporia.edu/grad/appinstr.htm</a></li> <li>□ 2 letters of recommendation accompanied by the Graduate Office form <a href="http://www.emporia.edu/grad/docs/recfrm2.pdf">http://www.emporia.edu/grad/docs/recfrm2.pdf</a></li> <li>□ a 1- to 2-page statement of purpose</li> <li>□ a writing sample</li> </ul>	<ul style="list-style-type: none"> <li>□ an application <a href="https://slim.emporia.edu/esugrad/asstshp.htm">https://slim.emporia.edu/esugrad/asstshp.htm</a></li> <li>□ 3 letters of recommendation accompanied by the Graduate Office form <a href="http://www.emporia.edu/grad/docs/recfrm2.pdf">http://www.emporia.edu/grad/docs/recfrm2.pdf</a></li> <li>□ a current résumé</li> </ul> <p><b>DEADLINE: February 1</b></p>

### 16. An Overview of the M.A Program

The following flowchart assumes full-time enrollment (6–7 hours per semester). Unless noted otherwise, courses are offered every semester. Courses marked \* may not be appropriate for all students. Graduate-level courses are occasionally offered in summer semesters, but this is not consistent from year to year. Check with the M.A. Coordinator for further information.





DEFENSE DAY IN ULTIMATE SEMESTER	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Defend your thesis.</li> <li><input type="checkbox"/> Take a break.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Listen and ask questions. Vote on candidate’s performance and inform candidate. If satisfactory, each committee member should complete a Thesis Evaluation and sign the Final Examination Card.</li> <li><input type="checkbox"/> Return the Final Examination Card and Exam Evaluations (3) to the M.A. Coordinator.</li> </ul>
FILING	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Make final corrections and submit first copy to Graduate Office by week 13.</li> <li><input type="checkbox"/> Wait for feedback from Graduate Office.</li> <li><input type="checkbox"/> Make corrections and submit final copy to Graduate Office by week 15.</li> <li><input type="checkbox"/> Relax. Celebrate. It’s over.</li> </ul>	

**The thesis:**

M.A. candidates in history who elect to write a thesis do so to demonstrate their mastery of analysis, research methodologies, and relevant historiography on a topic of their choosing. You must devise an original project based on primary sources that can be handled in 60–100 pages. Past theses are available in the WAW Library, in the Department of Social Sciences, and online for your perusal. You are also strongly encouraged to discuss ideas with faculty early in your graduate study.

**The thesis proposal:**

By the end of the your second semester, you should narrow down a research question and submit a proposal to the advisory committee. This proposal should contain the following:

- A brief description of the historical question under research, emphasizing what is original about your proposed topic. At this point, no one will expect you to have any answers, but you should have a very clear idea of what you are asking. You should also be able to articulate how your project will contribute to the field—this is a standard part of any grant proposal. You may also want to submit a tentative table of contents at this time, so that your committee can comment on organization.
- A full discussion of relevant historiography, explaining how other scholars have approached related issues and how their perspectives have influenced your own.
- An annotated list or a full discussion of primary sources you will use.
- A bibliography in Chicago Manual of Style (Humanities) format.

**The process:**

Once your committee has approved the proposal, you can commence researching and writing. (Depending on how faculty structure their courses, you may be able to write chapters as research seminar papers.)

- Do not expect to complete all your research and writing, or even all your writing, in one semester.

- Do not expect to write until the day before you defend: you must complete *all writing and revision* in the penultimate semester, so that you can focus on polishing the thesis and preparing for defense in the ultimate semester.
- Don't expect your committee to simply sign off on chapters; they will have many comments and suggestions, most of which will involve further work on your part. If it seems that your committee will never be satisfied, remember that it's their job to help you produce the best work possible.
- If you get discouraged, remember that pioneers always have a hard time blazing new trails. Talk to your committee, or to the M.A. Coordinator, if you need encouragement. We all wrote books to get our degrees, so we can offer consolation.

Defense of the thesis remains a time-honored way to achieve closure, for you and the committee. It also allows you to share your work with a larger audience that can include family and friends as well as your committee. Plan to spend 20–30 minutes describing your research; do not assume that everyone in the audience is familiar with the subject. Then the audience will ask questions—not to pick holes in your research, but to ask for clarification, possible implications, and so on. The defense itself should take one to two hours. At this point, the advisory committee will vote privately to pass or not pass you, then it will communicate this decision to you.

#### What if

- **I miss a deadline?** Contact the M.A. Coordinator as soon as possible to see what options are available.
- **I decide not to write a thesis?** Contact the M.A. Coordinator to arrange a new degree plan, a new advisory committee (if necessary), and a timetable for completing any necessary coursework and the exams.
- **I don't hear back from committee members?** It's a fine line, but keep checking back without pestering. If you are waiting for feedback on your thesis proposal, you can start researching. If you're trying to complete the thesis and you're not getting feedback, ask (tactfully and in writing) if you should ask someone else to advise your thesis, as you want to graduate by a given point.
- **faculty are away in the semester I plan to finish?** If the faculty member will have access to e-mail and telephone, and is willing to do so, s/he can read proposals, chapters, and exams via e-mail and respond via telephone or e-mail. If s/he is not willing, you will need to postpone graduation or find another faculty member for your committee.
- **I'm a distance student?** You can arrange with your committee to receive and submit materials via e-mail. The thesis defense can take place via telephone.

## 18. The Exam Process

See p. 5 for the official version.

### Steps to take:

STUDENT	COMMITTEE
SECOND SEMESTER OF GRADUATE STUDY	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Choose 3 faculty for advisory committee. Ask one to serve as chair/organizer. If you include anyone outside of the department, that person should <i>not</i> be asked to serve as chair.</li> <li><input type="checkbox"/> Apply to the Graduate Committee for degree candidacy, stating that you will pursue the non-thesis option and listing your advisory committee members. You may e-mail the Graduate Coordinator with this information.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cooperate with candidate.</li> </ul>
PENULTIMATE SEMESTER	
<ul style="list-style-type: none"> <li><input type="checkbox"/> File Intent to Graduate with Graduate Office: <a href="https://slim.emporia.edu/esugrad/intent.htm">https://slim.emporia.edu/esugrad/intent.htm</a></li> <li><input type="checkbox"/> Enroll in at least 1 hour for ultimate semester.</li> </ul>	
ULTIMATE SEMESTER	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule written exams for no later than week 10 and orals for no later than week 12. Inform M.A. Coordinator of dates.</li> <li><input type="checkbox"/> Remind committee of question deadline and ask for reading list.</li> <li><input type="checkbox"/> Study.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cooperate with candidate.</li> <li><input type="checkbox"/> Send 2–3 questions per committee member to candidate by week 6.</li> <li><input type="checkbox"/> Schedule room(s) for exams, if necessary. Schedule polycom for distance candidates. Confirm dates with M.A. Coordinator.</li> <li><input type="checkbox"/> Each committee member should select 1 question for the candidate to answer.</li> </ul>
WRITTEN EXAM DAYS	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Take written exams. You will have 3 hours for each exam.</li> <li><input type="checkbox"/> Wait for results.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Each committee member should grade <i>all</i> essays and complete an Exam Evaluation.</li> <li><input type="checkbox"/> The committee then votes on the candidate's performance. If satisfactory, faculty should discuss questions for the orals. If unsatisfactory, candidate may retake written portion.</li> </ul>
ORAL EXAM DAY	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Take oral exam, which should last between 1 and 2 hours.</li> <li><input type="checkbox"/> Relax. Celebrate. It's over.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The committee votes on candidate's performance and inform candidate. If satisfactory, each committee member should complete an Exam Evaluation and sign the Final Examination Card.</li> <li><input type="checkbox"/> Return the written exams, Final Examination Card and Exam Evaluations (6 copies) to the M.A. Coordinator.</li> </ul>

**What if**

- **I miss a deadline?** Contact the M.A. Coordinator as soon as possible to see what options are available.
- **I decide to write a thesis?** Contact the M.A. Coordinator to arrange a new degree plan, a new advisory committee (if necessary), and a timetable for filing your thesis proposal and thesis.
- **faculty are away in the semester I plan to finish?** If the faculty member will have access to e-mail and telephone, and is willing to do so, s/he can read proposals, chapters, and exams via e-mail and respond via telephone or e-mail. If s/he is not willing, you will need to postpone graduation or find another faculty member for your committee.
- **I'm a distance student?** You can arrange with your committee to receive and submit materials via e-mail. If you take your exams in this way, all parties will agree to abide by an honor code: the committee chair will e-mail questions at a certain time and you will submit answers three hours later. The oral exam can take place via telephone.

## 19. Additional Resources

- [www.historians.org](http://www.historians.org)  
Website for the American Historical Association. Some parts of the website are only available to members, so try the other sites below for specific job listings.
- [www.h-net.org](http://www.h-net.org)  
Humanities and Social Sciences Online contains job listings, discussion boards devoted to subspecialties of history, and other amazing resources.
- [www.beyondacademe.com](http://www.beyondacademe.com)  
Though the site targets history Ph.D.s who don't want to work in academia, its advice, job suggestions, and links to job listing sites apply to M.A. students too.
- Peters, [Getting What You Came For: The Smart Student's Guide to Earning an M.A. or Ph.D.](#)  
The textbook for Intro to Graduate Studies, but there's no reason not to read it before or after taking the course
- Boice, [Professors as Writers](#)  
Shows how to set up a writing program and stick to it; recommended by Amazon readers for anyone writing a thesis or dissertation
- Heiberger & Vick, [The Academic Job Search Handbook](#), 3<sup>rd</sup> edition  
Vital for anyone interested in an academic position, but not necessarily for other types of jobs
- Luey, [Handbook for Academic Authors](#)  
The chapter on submitting articles will be most useful for you, unless/until you decide to get a PhD.
- Brundage, [Going to the Sources](#)  
Basic guide to history writing & research
- Howell, [From Reliable Sources](#)  
EXCELLENT coverage of the nuts and bolts of sources—much more advanced and specialized than Brundage
- Booth, Williams, & Colomb, [The Craft of Research](#)  
Covers everything from finding topics to writing and revising
- [Chicago Manual of Style](#)  
The hardest-working book in publishing. There's now a much cheaper and much smaller Pocket Guide available from Houghton Mifflin, by Robert Perrin, that is much more user-friendly.

PART 3:  
HISTORY M.A. FORMS

**EMPORIA STATE UNIVERSITY  
DEPARTMENT OF SOCIAL SCIENCES  
MASTER OF ARTS STUDENT INFO**

Name: \_\_\_\_\_

SID: \_\_\_\_\_

Planned start date: \_\_\_\_\_

Application for admission:  application  transcripts  
 statement of purpose  writing sample  
 letter of recommendation 1  letter of recommendation 2

Undergraduate GPA: \_\_\_\_\_

Undergraduate History GPA: \_\_\_\_\_

Admission category:  eligible

probationary (Terms: \_\_\_\_\_)

conditional (Terms: \_\_\_\_\_)

ineligible (Reasons: \_\_\_\_\_)

Application for GTAship:  application  résumé

letter of recommendation 1  letter of recommendation 2

Planned start date: \_\_\_\_\_

Grad Committee decision: \_\_\_\_\_

Notes

---

---

---



**EMPORIA STATE UNIVERSITY  
DEPARTMENT OF SOCIAL SCIENCES  
APPLICATION FOR MASTER OF ARTS DEGREE CANDIDACY**

Applicants should fill out Part I, then obtain the necessary signatures in Part II before filing this form with the M.A. Coordinator.

**I. STUDENT INFORMATION**

Student Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Anticipated Graduation Semester: \_\_\_\_\_  
Department: Social Sciences  
Program Name: History  
Degree Sought: M.A.  
Program:  thesis       non-thesis  
Thesis students: Attach a copy of your thesis proposal to this form.

**II. THESIS/EXAM COMMITTEE INFORMATION**

Chair: \_\_\_\_\_  
Printed Name & Signature

Committee Member: \_\_\_\_\_  
Printed Name & Signature

Committee Member: \_\_\_\_\_  
Printed Name & Signature

The Graduate Committee in the Department of Social Sciences approves this student's Degree Candidacy for the Master of Arts Degree.

\_\_\_\_\_  
M.A. Coordinator Signature

\_\_\_\_\_  
Date

**EMPORIA STATE UNIVERSITY  
DEPARTMENT OF SOCIAL SCIENCES  
THESIS/EXAM ASSESSMENT**

Student's Name: \_\_\_\_\_

Graduation Semester and Year: \_\_\_\_\_

Assessment Measures:                      Thesis option                      Non-thesis option

thesis proposal                       written exams  
 thesis & defense                       oral exam

Advisory Committee Members: 1. (chair)

2.

3.

<b>The student's performance demonstrated</b>	Strongly Agree	Agree	Somewhat Agree	Disagree	Strongly Disagree	Not Applicable
mastery of a broad overview of the discipline.	⑤	④	③	②	①	NA
mastery of in-depth coursework in concentration area.	⑤	④	③	②	①	NA
mastery of a theoretical understanding of the discipline through historiographical discussion.	⑤	④	③	②	①	NA
a practical understanding of the discipline through discussion/use of appropriate research skills and methodologies.	⑤	④	③	②	①	NA
adequate writing skills.	⑤	④	③	②	①	NA
adequate critical thinking skills.	⑤	④	③	②	①	NA
collaboration between advisory committee members and student.	⑤	④	③	②	①	NA

Comments:

**EMPORIA STATE UNIVERSITY**  
**DEPARTMENT OF SOCIAL SCIENCES**  
**Graduating Candidate Survey—History M.A. Program**  
 printed 5/24/07

Name \_\_\_\_\_

Graduation Semester and Year \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Describe your post-graduation plans. Have you applied for or been accepted into a graduate program? Have you applied for or accepted a job? Please list all the places to which you have applied and/or received offers.

Please use the following scale to answer each question. Completely darken the appropriate circle.

	Strongly Agree	Agree	Somewhat Agree	Disagree	Strongly Disagree	Not Applicable
<b>The History M.A. program at ESU</b>						
provided a broad overview of the discipline.	⑤	④	③	②	①	NA
provided in-depth coursework in my concentration area (U.S. or world history).	⑤	④	③	②	①	NA
heightened my theoretical understanding of the discipline through coverage of philosophies of history and historiographical debates.	⑤	④	③	②	①	NA
expanded my practical understanding of the discipline through coverage of research skills and methodologies.	⑤	④	③	②	①	NA
helped me develop critical thinking skills.	⑤	④	③	②	①	NA
challenged me intellectually.	⑤	④	③	②	①	NA
advised me appropriately on courses and program requirements.	⑤	④	③	②	①	NA
advised me appropriately on career or continuing education options.	⑤	④	③	②	①	NA
prepared me for my present position.	⑤	④	③	②	①	NA
prepared me for graduate school.	⑤	④	③	②	①	NA
was a positive experience overall.	⑤	④	③	②	①	NA



5. How would you rate the quality of advising in the M.A. program?

6. How would you rate the faculty with whom you studied?

7. How would you rate the quality of the courses you took?

8. Do you have other comments on the program?

9. May we contact you about making a donation to the department?  yes  no

Thank you for taking the time to complete this survey. We greatly appreciate your feedback.

**EMPORIA STATE UNIVERSITY**  
**DEPARTMENT OF SOCIAL SCIENCES**  
**Alumni Survey—History M.A. Program**  
 printed 5/24/07

Name \_\_\_\_\_

Graduation Semester and Year \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Concentration Area  U.S. history  world history \_\_\_\_\_

Current Occupation \_\_\_\_\_

Employer/School Name \_\_\_\_\_

Employer/School Address \_\_\_\_\_

\_\_\_\_\_

May we survey your employer or school about graduates from our program?  yes  no

**Please fill in marks like this: •**

	Strongly Agree	Agree	Somewhat Agree	Disagree	Strongly Disagree	Not Applicable
<b>The History M.A. program at ESU</b>						
provided a broad overview of the discipline.	⑤	④	③	②	①	NA
provided in-depth coursework in my concentration area (U.S. or world history).	⑤	④	③	②	①	NA
heightened my theoretical understanding of the discipline through coverage of philosophies of history and historiographical debates.	⑤	④	③	②	①	NA
expanded my practical understanding of the discipline through coverage of research skills and methodologies.	⑤	④	③	②	①	NA
helped me develop critical thinking skills.	⑤	④	③	②	①	NA
challenged me intellectually.	⑤	④	③	②	①	NA
advised me appropriately on courses and program requirements.	⑤	④	③	②	①	NA
advised me appropriately on career or continuing education options.	⑤	④	③	②	①	NA
prepared me for my present position.	⑤	④	③	②	①	NA
prepared me for graduate school.	⑤	④	③	②	①	NA
was a positive experience overall.	⑤	④	③	②	①	NA



5. How would you rate the quality of advising in the M.A. program?

6. How would you rate the faculty with whom you studied?

7. How would you rate the quality of the courses you took?

8. Do you have other comments on the program?

Thank you for taking the time to complete this survey. We greatly appreciate your feedback.