NOTE: Students have to fulfill departmental policies contained herein as well as in the Graduate Office’s Graduate Policy Handbook.

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Part I: Official Policies
1. Mission Statement
The MA 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 MA degree may be obtained by following one of four degree concentrations: thesis option, non-thesis option, public history option, social sciences education option. In all of these options, 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 MA in History will undertake intensive study of a particular era in history through readings seminars, research seminars, internships, and other coursework as appropriate, culminating in an original research project, examinations, or a pedagogy and content-based project. They are expected to develop skills in the following areas:

- **Content**—in-depth knowledge of the historical narrative broadly and 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 and oral communication, 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 Graduate Program Director
The Graduate Program Director (GPD) oversees all aspects of the History MA program including marketing, admissions, advising, and assessment. These tasks 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 best serves their career goals.
• Overseeing 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 Intro to Graduate Studies (HI504), Professional Development for Historians (HI505), and either teaching GTA Training Seminar (HI893) or offering other training opportunities for GTAs.
• Assessing the MA program according to direct and indirect measures.
• Representing the Department of Social Sciences on the Graduate Council.
• Updating policies in the MA Policies & Guidelines Handbook and the Department website.
• Developing recruitment initiatives: plans and grant applications for Graduate School, website presence, etc.

4. The Graduate Committee
• A three-person Graduate Committee oversees graduate study within the Social Sciences Department. The Graduate Program Director coordinates membership on this committee; the 3 membership positions rotate among regular graduate faculty each year. One member of the committee serves as monitor each year.
• 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 and academic dishonesty. The Graduate Program Director will set a calendar of regularly scheduled meetings to complete these tasks.
• All regular graduate faculty in the department help recommend graduate students for University awards, scholarships, and other honors. If the department can only recommend only one candidate for a given award, the Graduate Committee will make that determination.

5. Admissions
Minimum admission requirements (NOTE: meeting these minimums does not guarantee admission):
• bachelor’s degree with overall GPA of 3.0;
• at least 12 hours of coursework in history, with 3.0 GPA in these courses;
• writing sample deemed “Satisfactory” by Graduate Committee.
Applicants for the MA program in History must submit to the Graduate Office

- a completed application form;
- a 1- to 2-page statement of purpose;
- 2 letters of recommendation from college instructors or employers addressing the applicant’s aptitude for graduate study;
- thesis, non-thesis, or public history option: a writing sample;
- social sciences education option: a sample lesson plan.

- The statement of purpose should briefly discuss the applicant’s career goals and scholarly interests. The applicant should explain how these scholarly interests align with faculty expertise in the department.
- The writing sample will be evaluated for basic writing competence, analytical ability, and engagement with primary and secondary historical sources. Any one of the following examples can be used to fulfill this application requirement:
  - Paper of 4–10 pages from an upper-division college course, preferably in history, though papers from humanities or social sciences courses are also acceptable.
  - Research proposal (4–6 pp. including brief bibliography, 1500–2000 words): Develop a proposal for a research project suitable for a scholarly article of 25–30 pages or for a thesis of 60–90 pages using library and/or online resources. Submit a brief proposal a) defining your research question, b) explaining its significance, and c) listing no more than 5 primary and 5 secondary sources.
- The sample lesson plan must be tied to state standards. It should include behavioral objectives, materials needed to teach the lesson, an introductory activity, detailed procedures that explain the learning activities, and a description of how the objectives will be assessed. Applicants should also provide a rationale for their objectives, activities, and assessment.
- Applicants may use the same letters of recommendation for GTA applications (see below).
- The Graduate Committee will evaluate the applicant’s capacity for advanced study in history based on writing ability, overall GPA, history GPA, and recommenders’ comments. The Graduate Committee will also consider whether the applicant’s scholarly interests align with those of faculty in the department. If the applicant does not meet the minimums outlined above, the Graduate Committee can consider up to 12 hours of graduate coursework in history taken at ESU under non-degree-seeking status or 9 hours of graduate coursework in history taken at another institution.
- 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. 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 Graduate Committee 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 Graduate Program Director will notify the Graduate Office and the applicant of the Committee’s decision.

6. Non-degree-seeking (NDS) Status & Undergraduates
- Under certain conditions (outlined in the Graduate Policy Handbook of the Office of Graduate Studies), students who have not been admitted into the MA program can take graduate courses as non-degree-seeking students. NDS students who apply to the MA program do not qualify as MA students until the application process is complete and they have been formally admitted. They are then subject to all MA program policies and Graduate Studies policies established for the academic year of their admission into the MA program. MA students may transfer in up to 12 hours of NDS graduate coursework taken at ESU or 9 hours of graduate coursework taken at another institution, as per Graduate School policies.

7. GTAship Awards & Renewals
- The Department of Social Sciences offers teaching assistantships to students in the History MA program. Graduate Teaching Assistants (GTAs) usually work with faculty teaching introductory courses in geography, US history, 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 six openings per academic year. GTAships are generally limited to 4 semesters and must be renewed each academic year.
- GTAs must hold a bachelor’s degree (BA, BS, or BSE) from an accredited college or university at the time they take up their duties. In addition to other policies stipulated by the Graduate Policy Handbook, they must be admitted, enrolled full-time in the History MA program, and available to work in person at the Emporia campus for the duration of their appointment.
- Award and renewal decisions for Graduate Teaching Assistantships are made within the Department of Social Sciences every spring semester for the fall and spring semesters of the next academic year.
- Returning GTAs should notify the Graduate Program Director by February 1 if they wish to renew their position. Renewal applications should include a brief 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 March 15. Applications received after this date will be considered if positions remain unfilled.
- The Graduate Committee will review renewal and new applications by April 1.
- The Graduate Committee 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.
- The Graduate Committee will consider each new application on the basis of the student’s undergraduate record and graduate record, if any. Each committee member shall rank new applicants. The Graduate Program Director will tabulate the rankings and distribute them to committee members, 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 Program Director, in consultation with faculty who supervise GTAs, will assign GTAs for the upcoming academic year.
- If a GTA’s semester GPA falls between 2.5 and 3.0, the Graduate Committee will determine on a case-by-case basis whether that GTA may retain their position. If the semester GPA falls below 2.5, the Graduate School will automatically terminate the position, as per their official Graduate Policy Handbook.
- All GTAs are required to attend the department orientation session held just prior to the start of classes in August.

8. Program Structure
- Graduate students elect to pursue one of four options within the MA program. Beyond the stipulations below, they will have latitude in choosing classes that meet their interests and career goals, with the approval of the Graduate Program Director.
- All students must take the following courses in their first 12 hours of graduate study:
  - HI504, Intro to Grad Studies (1–3 hours);
  - 1 readings seminar (HI710 or HI740, 3 hours);
  - HI701, US Historiography to 1877 (3 hours) or HI702, US Historiography since 1877 (3 hours)
- At least 22 hours must be earned in courses numbered 700 and above.
- Other coursework can include additional readings seminars, research seminars, directed readings courses, or internships.
- Students may apply a maximum of 6 hours of directed readings to their degree plan. These classes function like an independent study: students find an instructor who agrees to oversee their work in a 1- or 2-credit course. In exceptional circumstances, students may ask the Graduate Program Director for permission to take a 3-credit directed readings.
- Students must obtain approval from the Graduate Program Director before enrolling in courses from outside the department or in 3-credit directed readings courses.
- When students complete 12 hours of graduate study, they reach a decision point for the four degree options.
All students must apply to the Graduate Committee for degree candidacy, indicating their chosen degree option and their advisory committee. Students may not enroll for classes beyond these 12 hours until they have filed the form.

The 3 faculty members on the advisory committee will evaluate the student’s thesis/project and defense or written and oral exams. Students select the members with guidance from the Graduate Program Director. Only full-time tenured or tenure-track History faculty may serve as chairs.

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**MA in History—Thesis Option:**

U.S. Historiography seminars 6 hrs. required:
HI 701 .................................................................................................................. 3
HI 702 .................................................................................................................. 3

Research seminars 6 hours required:
HI 815 .................................................................................................................. 6

Readings seminars 6 hours required:
HI 710 and/or HI 740 .................................................................................................. 6

3 hours required:
HI 504 and/or HI 505 .................................................................................................. 3

Electives:
*Other Electives (can include courses outside history) .................................................. 9

Thesis/MA Project:
HI 890 .................................................................................................................. 6

Total Required ............................................................................................................. 36

*Students work with the Graduate Program Director to choose appropriate coursework outside history, if they wish.

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**MA in History—Non-Thesis Option:**

U.S. Historiography seminars 6 hrs. required:
HI 701 .................................................................................................................. 3
HI 702 .................................................................................................................. 3

Research seminars 6 hours required:
HI 815 .................................................................................................................. 6
Readings seminars 6 hours required:
HI 710 and/or HI 740 ................................................................. 6

3 hours required:
HI 504 and/or HI505 ................................................................. 3

*Other electives (can include courses outside history) .................................................. 14

Master’s Exam 1 hour required:
HI 895 .......................................................................................... 1

Total Required ...................................................................................... 36

*Students work with the Graduate Program Director to choose appropriate coursework outside history, if they wish.

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MA in History – Public History Concentration:

U.S. Historiography Seminars (6 hours required):
HI 701 .......................................................................................... 3
HI 702 .......................................................................................... 3

Research seminars (6 hours required):
HI 815 .......................................................................................... 6

Readings seminars (6 hours required):
HI 710 and/or HI 740 ................................................................. 6

3 hours required:
HI 504 and/or HI505 ................................................................. 3

HI 590, Intro to Public History, .......................................................... 3

Internship 3 hours required:
HI 891, Archival Internship or HI 893, Museum Internship ............................................ 3

SS 842, Master’s Project 6 hours required ................................................................. 6

*Other electives 3 hours required (can include courses outside History): ....................... 3

Total Required Hours ................................................................. 36
*Students work with the Graduate Program Director to choose appropriate coursework outside history, if they wish.

### MA in History – Social Sciences Education Concentration

**U.S. Historiography Seminars (6 hours required):**
- HI 701: [Course Information] 3
- HI 702: [Course Information] 3

**Readings seminars (6 hours required):**
- HI 710: [Course Information] 3
- HI 740: [Course Information] 3

**Specialty area(s) coursework in 1 or 2 of the following disciplines:**
- Political Science, Geography, Anthropology, Sociology, Economics: 12

- SS 740, Advanced Methods for Teaching Secondary Social Studies: 3
- ED/EL 865 Advanced Theory and Practice in Teaching: 3
- IT 700 Foundations of Instructional Technology: 3

SS 842, Master’s Project: 3

**Total Required Hours**: 36

### 9. Satisfactory Progress

- **Satisfactory progress entails a minimum GPA of 3.0.** For all graduate courses at all levels, B- or above constitutes a passing grade while a C+ or below constitutes a failing grade. If a student earns a failing grade in a required course, the course must be retaken.

- 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, and the Graduate Program Director will inform them in writing of this status. To repeal probationary status, the student must achieve a 3.0 GPA in coursework taken over the next semester, or they will be denied degree candidacy and asked to terminate their graduate study.

- In all cases of probationary status, that status must be repealed before degree candidacy can be granted.
10. Graduation Requirements

- Courses taken to fulfill undergraduate deficiencies do not count toward graduate program requirements.
- Students in the thesis and public history options complete a thesis or research project. They select 3 faculty members for their advisory committee when they have completed 12 hours of graduate study and apply for degree candidacy. They submit a thesis/project proposal when they have completed 18 hours of graduate study.
  - When the student has produced a satisfactory version of the thesis/project, the student and the advisory committee chair will establish a timetable for its defense and final revision. The student will then submit thesis 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. All committee members may suggest final changes for the thesis.
  - The advisory committee will evaluate the thesis/project individually by commenting on the above areas. They will then vote as a group on whether to accept the thesis/project pending revisions. At least 2 of the 3 members must vote that the thesis was satisfactory.
  - The committee will then submit their completed Thesis/Project/Exam Assessment forms on the thesis/project and defense to the Graduate Program Director. The student must also complete a Graduating Candidate Survey and submit it to the Graduate Program Director or the Department Chair. At that point, the Graduate Program Director will file the thesis signature page (approved either by advisory committee members or by the Department Chair) and a Final Examination card with the Graduate Office, indicating that the student has concluded all necessary steps for the degree.
- Non-thesis students will take 4 examinations (3 written and 1 oral) from the members of their advisory committee in their last semester of study to demonstrate their mastery of content, historiography, and research methodology.
  - Students select 3 faculty members for their advisory committee when they have completed 12 hours of graduate study and apply for degree candidacy.
  - 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 to complete each written exam, to be taken in the tenth week of the semester. Each member of the advisory committee will evaluate all written exams individually on a Thesis/Project/Exam Assessment form 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 examination once, either in that semester or in a later semester, and the committee will re-evaluate as above.

☐ Students will have one hour to complete the oral examination, to be taken no later than fourteenth week of the semester. Committee members may ask students to expand upon their written answers and/or ask questions that were not selected for a 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 also individually complete Thesis/Project/Exam Assessment forms and submit these evaluations to the Graduate Program Director. If the student’s performance was not satisfactory, the student may retake the oral examination once, either in that semester or in a later semester, and the committee will re-evaluate performance as above.

☐ Students must pass both types of exams to receive the degree. They must also complete a Graduating Candidate Survey and submit it to the Graduate Program Director or the Department Chair. At that point, the Graduate Program Director will file a Final Examination card with the Graduate Office, indicating that the student has concluded all necessary steps for the degree.

- Social science education students complete a pedagogical project and a portfolio.
  ☐ The student and Graduate Program Director will select members of the advisory committee when the student applies for degree candidacy upon completion of 12 hours of graduate study. The GPD will serve as the chair; the student may select the other 2 members of the committee. The members of the committee must represent the student’s specialty area(s); e.g. if American history and geography are selected as the specialty areas, then the student must choose a committee member from each of those areas. If the student has only one specialty area, at least one committee member must be from that subject area. The faculty members on this committee will approve the project proposal and evaluate the student’s oral defense of his or her research project.
  ☐ Students choose a topic and prepare a project proposal when they have completed 18 hours of graduate study. The advisory committee must approve this proposal. When the student has produced a satisfactory version of the proposal, the student and the DGP will establish a timeline for the project’s completion, defense, and final revision. Students must pass an oral defense on their project when they near completion of the degree. At the time of the oral defense, committee members will vote as a group whether or not to accept the project pending recommended revisions. At least 2 of the 3 committee members must vote that the project was satisfactory. The DGP will be responsible for submitting the committee’s final evaluation to the Chair of the Social Sciences.
  ☐ Students must also compile a portfolio that contains at least 7 papers and/or projects: 4 from their specialty area(s), 1 from Seminar in Teaching Social Sciences, 1 from ED865, and 1 from the required technology course. Students will submit the portfolio on the day of defense. Included in the portfolio will be a self-reflective letter that demonstrates an understanding of the integration of the social sciences and describes how the student has met the goals of the program, i.e., how the student has improved his or her skills as a Critical Thinker, Creative Planner, and Effective Practitioner.
The student must also complete a Graduating Candidate Survey and submit it to the Graduate Program Director or the Department Chair. At that point, the Graduate Program Director will file a Final Examination card with the Graduate Office, indicating that the student have concluded all necessary steps for the degree.

11. Revalidation of Courses
Graduate students have 7 years to complete their MA 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.

12. Dual Degree with SLIM
Students simultaneously pursuing a History MA and an MLS at ESU’s School of Library and Information Management (SLIM) can apply up to 6 hours of SLIM coursework toward the History MA and up to 6 hours of history coursework toward the MLS, but the total number of hours shared between the two programs cannot exceed 10 hours.

13. 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 must earn a passing grade in Intro to Public History before taking an internship.
- Students may apply no more than a total of 6 internship hours from Emporia State University or any other accredited institution toward degree requirements.

14. Assessment
The Graduate Program Director, the Graduate Committee, and the History faculty will assess program effectiveness according to the following measures.

A. Direct Measures
Ongoing measures (as many of the following as available):
1. Instructor rubrics completed for prospectus in HI504, Intro to Grad Studies
2. Instructor rubrics completed for papers in HI701/HI702, U.S. Historiography.
3. Instructor rubrics completed for final papers in HI710/HI740, Readings Seminar.
4. Instructor rubrics completed for final papers in HI815, Research Seminar.
Culminating measures: Thesis or project (for thesis option, public history option, and social sciences education option students) or written and oral examinations (for non-thesis option students), evaluated by the student’s advisory committee of 3 faculty.

1. Each advisory committee must approve the thesis/project and the student’s oral defense. Each committee member must fill out an evaluation form on the thesis/project and oral defense.
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 Graduate Program Director.
2. Alumni survey, administered by the Department Chair every three years.
3. Reflective letters written by students who take internship hours.
4. Evaluations by onsite internship supervisors, collected by the Graduate Program Director.

C. Student Involvement in Assessment
The Graduate Program Director will share the annual assessment report with graduate students in spring semester, inviting their responses to data and program alterations.

D. Annual Assessment Report
The Graduate Program Director will submit an annual report to the Chair of the Social Sciences Department and History faculty in fall semester. This annual report will analyze the quantitative (rubric and survey scores) and qualitative (comments from reflective letters, surveys, evaluations, etc.) data, plus student feedback from the previous year. After reading the report, the Chair and History faculty may meet with the Graduate Program Director to discuss feasible changes in the MA program and program assessment.

15. Students’ Responsibilities & Involvement
• Students are expected to adhere to the University’s academic honesty policy. Instances of academic dishonesty will be referred to the Graduate Committee for disciplinary action.
• Students must ensure that the Graduate Office and Registration Office have a current mailing address and telephone number. Departmental communications will be sent via e-mail to graduate students’ ESU e-mail accounts.
• 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 Graduate Program Director 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 updated application and an updated statement of purpose explaining how the student plans to complete the program.
The Graduate Program Director will hold an orientation for new graduate students and all GTAs just before the beginning of fall semester. The Graduate Program Director 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.