



Department of History

Traditional Masters Program Graduate Student Handbook

2011-2012

DEPARTMENT OF HISTORY

Traditional Masters Program

This handbook is provided by the Department of History as a helpful guide to graduate students in history. It does not alter or replace regulations listed in the Graduate *Bulletin*.

The Graduate *Bulletin* can be found online at: <https://bulletins.cmich.edu/>. You should always consult The Graduate *Bulletin* first for any information pertaining to your program. Additional Graduate School requirements are available at : <http://www.cmich.edu/x27987.xml>

K-12 Teachers Note: You can earn a graduate certificate in European, Modern, or U.S. history for students who are interested in advanced training in those areas. Credits earned on these certificates can be transferred to the master of arts degree. Further information on these certificates can be found at www.grad.cmich.edu.

1. Degree Requirements

A minimum of **30 hours of graduate credit** is required for the M.A. degree. It will take at least a full year (two semesters plus summer school) at full time to complete the necessary work (assuming no transfer credits), i.e., two 12 hour semesters plus six hours in summer school. Graduate assistants can probably do no more than 9 hours per semester, which means that they should plan for three semesters and a summer session. There are two paths to the M.A.: Plan A (thesis) and Plan B (requires two substantial research papers).

2. Course Selection

The M.A. requires 30 credit hours, which you will select with the help of your graduate advisor. The first step is filling out and filing a **Program Authorization** form. The form will set your program so that all your coursework will fulfill degree requirements and will be filed with the College of Graduate Studies for your requirements.

For the Program Authorization form and the 30 hours, the following conditions apply (summarized from the Graduate *Bulletin*, which is the authority on requirements):

- ❖ Twenty or more hours in history.
- ❖ Up to ten approved cognate hours from one or more of the following fields: anthropology, economics, education, English, geography, philosophy, political

science, religion, and sociology. (These cognate courses are not required; a degree can be completed with all history courses.)

- ❖ Fifteen hours in courses at or above the 600 level. (In other words, watch out that you don't take more than 15 hours at the 500 level or below.)
- ❖ At least one history colloquium at the 600 level (HST 690 **will not** satisfy this requirement and HST 600 doesn't count).
- ❖ HST 600 – Historiography is required.
- ❖ A minimum of six hours of history research and writing courses earned in Plan A (HST 798) or Plan B (always 700 level).
- ❖ No more than 10 hours in variable credit (HST 590, 690, 691, 791—any unspecified readings or research course). It is probably best not to use these hours as you begin your program. You might need these later if you are unable to fit classes into your schedule or other courses are not available. Note: HST 798 (Thesis) is not counted toward variable credit.

The **Program Authorization for Master of Arts in History** form will include all this information so your program meets the requirements.

For your convenience, here are some guidelines to the different levels of courses you can take:

500-Level Courses are mixed undergraduate seniors and graduate students. Graduate students should expect reading or writing assignments beyond the undergraduate level.

HST 590 (Readings in History) expect to cover six books per credit hour supervised by regularly scheduled discussion, book reviews or both. A **Contract for Readings/Research Class** form is required (and should be filed with the department). Graduate students should ordinarily register for HST 690 as a readings course. Note: No more than 10 hours in readings/research courses may be applied to your degree.

600-Level Colloquia are readings and small group discussion courses designed to examine major recent scholarship in a field. Coverage is roughly a book a week with discussion, presentations and written work (reviews, bibliographies, comparative papers).

700-Level Research Seminars require a major research paper (more than 20 pages) making significant use of primary sources and presented in an appropriate scholarly format. Opportunities for discussion, oral presentations and peer critiques will be included. Early review of the appropriate resources and reference tools is essential for the

successful completion of research papers. If you choose the Plan B program, prepare your papers in 700-level courses.

HST 791 (Advanced Research) is the research course recommended for graduate students who need or want to do research that is not likely to be offered in a colloquium and who need a 700-level course. This should be a rare occurrence. A **Contract for Readings/Research Class** form is required (and must be filed with the department). One HST 791 can be used to fulfill the research requirement.

3. Advisors

Graduate advisors assigned at the time of admission to the program in history serve as the starting point for guidance through the graduate program. If you choose to change advisors, please notify the Graduate Studies Coordinator or department Executive Secretary. You should meet with your assigned advisor early in your first semester of graduate study to complete your Program Authorization and begin course selection. Students are free to seek out direction from others they find helpful.

For students doing a thesis, it may be convenient if the formal adviser and thesis director is the same person.

4. Research Component

When you complete your Program Authorization form, you will be asked to decide if you want to pursue the Plan A or Plan B option. Listed below are the options.

Plan A Option: Thesis

Students who choose to do a thesis should make arrangements with a thesis director as soon as possible in their first semester of graduate work. It would probably be wise to consult two or three members of the graduate faculty in your general field of interest before deciding to do a thesis and choose a director. The thesis director and the candidate choose two additional members of the thesis committee. Early action is, of course, more urgent for full-time students than for those who may be planning part-time work over several years. Since only six hours of credit are allowed for the thesis, it may be advisable to use HST 791 (Graduate Research) to explore a potential thesis topic. Registering for thesis credit should be done in the final stage of your M.A. work. This keeps the Plan B option open longer and might avoid a useless 3 hours of thesis credit which will not apply to a Plan B M.A.

Thesis Deadlines: A student may not register for more than 3 hours of thesis credit until the Prospectus has been approved by the department and College of Graduate Studies (see the Prospectus form). A finished thesis must be made available to members of a thesis committee at least three weeks before the required oral exam on the thesis is scheduled. Scheduling of the oral exam is the responsibility of the thesis director. Oral examinations should not be

scheduled at times other than fall and spring semester. The finished manuscript must be deposited in the College of Graduate Studies six weeks before scheduled graduation. Final preparation of the thesis should be done carefully in consultation with the thesis director and meticulously following the guidelines required by the College of Graduate Studies. Questions on the format should be directed to the College of Graduate Studies since that office must pass on final acceptance. Students are responsible for additional costs related solely to preparation of the thesis, including duplication, binding, and copyright registration. These fees are assessed at the time of thesis clearance.

Other Technicalities: If an original member of a thesis committee withdraws, a replacement may be selected by the thesis director, with the approval of the chair.

A thesis is approved by the department when a majority (normally two) of the thesis committee indicates its approval in writing. The chair of the thesis committee must file the signed copy of the Plan A and B Completion Sign-Off Form with the department secretary. The department office will then forward the original to the College of Graduate Studies and file a copy in the student's permanent department record.

The length of an M.A. thesis can hardly be specified, but the range at CMU has been from about 70 to 130 pages. Students who borrow charts, graphs, maps, or other forms of illustrations must obtain copyright authorization from the original source before submitting the thesis to the College of Graduate Studies. Forms are available through Printing Services on campus.

Plan B Option: Two Research Papers

Students electing Plan B must submit two research papers as evidence of scholarship. These papers may be prepared in connection with almost any course open to graduate students (but usually in the two 700-level research seminars). Please inform your instructor if you plan to use the paper from a particular course for your Plan B. You and the instructor can then begin a dialogue about the exact expectations.

Each paper must receive a minimum grade of B. The paper will then be revised (even if it earned an A, expect revisions) to qualify as a Plan B paper. After revision, each paper must be accepted by the professor responsible for the course as satisfactory for permanent filing. Papers must be well written and presented in a proper scholarly format. Their conclusions must rest on interpretation of a substantial body of primary sources. A minimum length of 6000 words is suggested.

Once a professor has approved the revisions and format of a Plan B paper, the student should submit it to the department Executive Secretary for final clearance and filing. When the papers have been filed in the Department of History, the secretary will submit a signed Plan A and B Sign-Off Form as required by the College of Graduate Studies.

A Plan B Paper can be filed at any time during your coursework (or after), but it is recommended to revise any research paper and submit it to the department as soon as possible. The further away from the course, the harder to return to the paper.

5. Funding Opportunities

The Department of History offers graduate assistantships for the best masters students. The graduate assistantship requires 20 hours of work in an assigned course for tuition and salary. You must apply by the first week of February to receive consideration. Decisions are made by the Graduate Studies Committee based on academic performance, scholarly aptitude, and professors' recommendations. Funding is offered on a year-by-year basis so you should apply for any year you desire funding.

The College of Graduate Studies has started offering a fellowship for one MA student who is pursuing the Plan A thesis option. The fellowship requires no work in exchange for remuneration. Applications are available from the Department of History and are due the first week of February.

For availability of Warriner Scholarships see <http://www.cmich.edu/chsbs/x16741.xml>.

Small grants for research, publication and presentation are available on a competitive basis from the College of Graduate Studies. Forms are available from the College of Graduate Studies, the Department of History, or www.grad.cmich.edu.

Graduate Student Research and Creative Endeavors Grant—This grant provides up to \$600 to offset the costs associated with conducting research. Applications are reviewed twice each year. Fall semester applications must be submitted by the second Monday in October; spring semester applications must be submitted by the second Monday in February. Decisions are made by a subcommittee of the university Graduate Council.

Graduate Student Publication and Presentation Grant—Grants are awarded to assist graduate students whose research or creative endeavors are accepted for publication or presentation at the state or national level. Students may receive the award once during their M.A. work and once during their Ph.D. work as graduate students at CMU. The grant consists of reimbursement for up to \$250 of expenses associated with publication or presentation. There is no deadline for application. Applications are reviewed as they are received. Decisions are made by the Associate Dean of Graduate Studies and Research.

The Department of History has a travel allocation of \$250 for graduate students presenting papers at professional conferences. Applications are available in the department office.

6. Other Important Information

A number of policies govern graduate student research. Please consult the appendix in this Handbook for the **Graduate Academic Integrity Policy** and the Department of History **Academic Integrity Policy for Graduate Students**. If your research requires oral history, interviews or surveys you are required to follow the guidelines of the policy on **Human Subjects in Research**. This policy requires that you submit your research proposal and all explanatory information to either the departmental review committee (via the department chairperson) or the university Institutional Review Board. It is critical that you follow procedures for human subjects research or your research, thesis, plan B paper or dissertation may be disqualified for academic credit. Furthermore, you would never be able to publish any of your findings. Copies of the full **Human Subjects in Research** policy and forms are available at www.orsp.cmich.edu.

Other Questions?

If you have further questions regarding graduate study at Central Michigan University, please consult either the History Department's Graduate Studies Coordinator, Dr. Timothy D. Hall (774-3479 or hall1td@cmich.edu) or the *Graduate Handbook* produced by the Graduate School.

- There is a seven-year limitation on course work that may be applied to a degree.
- Minimum GPA necessary for maintaining sufficient progress to degree. See *Bulletin* for issues involving academic probation.

Please be sure the department has your current contact information (address, phone, e-mail).

Graduate Admission/Assistantship/Fellowship Applications Checklist

Students must reapply for funding on a yearly basis.

New Students:

1. Apply for admission to the College of Graduate Studies
2. Application information is available at:
www.cmich.edu/Graduate_Studies/New_and_Current_Students/Applications_and_Forms/Admissions.htm. Complete Application for Admission and submit to the College of Graduate Studies, Foust 100.
3. Students choosing to apply for funding from the History Department must have their paperwork submitted to the College of Graduate Studies by **January 3rd**
 - Submit application form
 - Submit statement of purpose
 - Submit academic transcripts
 - Pay application fee
4. Requests for Funding are submitted to the History Department, Powers 106
All paperwork is due by January 3rd.
 - Application for Funding
<http://www.chsbs.cmich.edu/ctch/pdfs/tradmafund.pdf>
 - Statement of Purpose
 - Writing Sample
 - GRE Test Scores
 - Letters of recommendations
<http://www.chsbs.cmich.edu/ctch/pdfs/tradmafund.pdf>

Continuing Students:

1. Continuation of funding (paperwork to submit to the History Department)
All paperwork is due by January 15th.
 - Continuation of funding application
<http://www.chsbs.cmich.edu/ctch/pdfs/cont-funding.pdf>
 - Yearly Evaluation of Graduate Students for Continuation of Funding
 - Letters of recommendations
<http://www.chsbs.cmich.edu/ctch/pdfs/cont-funding.pdf>

Graduate Academic Integrity Policy

1. Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, graduate students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which a student submits must be the product of his/her own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes plagiarism, cheating and other forms of dishonest or unethical behavior is prohibited.
2. In cases involving academic dishonesty in a specific course, determination of the grade and of the student's status in the course are left solely to the discretion of the instructor. Students wishing to dispute a grade should follow the University's Grade Grievance Policy, stated elsewhere in the *Graduate Bulletin*.

The balance of this policy concerns the right of the academic department to assign sanctions in response to a student's academically dishonest or unethical behavior, and the right of the student to appeal departmental sanctions. These policies do not alter those stated in Step 2 above.

3. In cases where an instructor or supervisor judges a student culpable for academic dishonesty or professionally unethical behavior, the instructor or supervisor should report the incident to the chairperson of the department in which the student's program is housed.
4. Departments will follow their internal procedures for responding to academic dishonesty and unethical behavior, which may occur in conjunction with a specific course or in the program in general.
5. If the department determines that a sanction is warranted and the student accepts the department's sanction, the matter is closed. If the student wishes to appeal, the procedures of an Appeal Board apply as follows.
6. The student may appeal only the question of culpability.
7. A standing committee known as the Appeal Board will be appointed annually by the Graduate Dean. The group will include three graduate faculty members and two graduate students. One of the faculty members will be designated by the Graduate Dean to serve as a voting chair. When the student appealing is from an Appeal Board member's department or in other cases where conflict of interest may exist, a member will be temporarily replaced by an alternate to be appointed by the Dean.
8. A departmental advocate appointed by the Graduate Dean will assemble and present the evidence used by the department in making its decision and make this evidence available to the Appeal Board. If there is an involved faculty member who is not the Departmental Advocate, then every effort should be made for him or her to be present at the hearing to answer questions from the Appeal Board. When the faculty member is away from Mt. Pleasant, then a conference call can be used to include the faculty member at part of the hearing.

9. The student may bring an advisor to provide advice and make closing remarks. The student may provide written statements in lieu of attendance but may not be represented without attending. The Chair of the Appeal Board must be given one week's notice in writing if the student is to be accompanied by an advisor and must be told if the advisor is an attorney. If the advisor is an attorney, University Counsel may advise the department advocate.
10. If the student who is appealing fails to attend a properly scheduled hearing, the hearing will proceed as scheduled.
11. The Chair of the Appeal Board may decide questions of procedures in any way that will fairly lead to a determination of the facts. The Appeal Board shall not be bound by Michigan or Federal Rules of Evidence. The Chair may limit any argumentative, discourteous, or harassing witness.
12. The Chair will open the hearing. All persons present shall establish their identities. The Chair shall identify the case being considered.
13. The burden of proof rests with the department, and only evidence presented at the hearing will be considered.
14. The Appeal Board will hold its hearing within six weeks of the appeal and communicate its findings to the Graduate Dean, the student, the faculty member, and the departmental representative with 15 days of the hearing. Appeals filed during the summer will be considered no later than one month after the start of Fall term.
15. Hearings shall be closed to the public and tape recorded. Tapes shall be stored in the College of Graduate Studies for a period of one year after the hearing.
16. If circumstances warrant a change in these procedures, the members of the Appeal Board may adjust them upon majority vote of the Appeal Board and the approval of the Graduate Dean, providing the changes do not deprive any of the parties of a fair hearing.
17. The Appeal Board's decision is by majority vote, and their decision is final. They may uphold or reverse the decision on culpability.
18. Because everyone in the community shares the responsibilities of upholding academic integrity and reporting violations, agreement to abide by this Policy as published in the *Graduate Bulletin* will be considered a condition of admission.

DEPARTMENT OF HISTORY ACADEMIC INTEGRITY POLICY FOR GRADUATE STUDENTS

The Department of History expects the highest standards of academic integrity throughout the university community. The department will strive to enforce the standards of conduct and academic honesty for students as set out in various official university publications to wit: Under the heading of Academic Dishonesty in the current Graduate Bulletin under Policy and Procedure Relating to Student Rights and Responsibilities, in Academic Integrity Policy for Graduate Students in the current Graduate Bulletin.

In addition to the above, the Department of History has established the following procedures for dealing with questions of academic integrity in the graduate program.

1. The department will follow the established university Grade Grievance policy for handling disputes arising from the assignment of a student's grade or status in a specific course.
2. In other cases where a violation of academic integrity is alleged, the essentials of the case shall be reported first to the department chair.
3. If the chair agrees that a violation of academic integrity has occurred because of the conclusiveness of the evidence or because the student admitted to the violation, the chair shall authorize a letter to the student outlining the allegations and proposing a sanction. The letter shall also offer the student the option of a meeting on the matter before the Graduate Studies Committee of the department. If the student does not admit to the violation, the Graduate Studies Committee will schedule a meeting at which time the student will be present to discuss the allegation. The Committee will review all evidence and recommend an appropriate sanction.
4. The conclusions of the chair in the absence of a Graduate Studies Committee meeting or the conclusions of the Graduate Studies Committee's meeting, if such is required, shall be forwarded to the student complainant and to the College of Graduate Studies with the recommendation for appropriate sanctions.
5. If a decision and recommendation of the Graduate Studies Committee are unfavorable to a student complainant, the student shall be reminded of the further appeals process available in the College of Graduate Studies.