

Texas State University San
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<http://www.txstate.edu/history>

Department of History

Graduate Student Handbook

2017-2018

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Director of Graduate Studies**

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Texas State University
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Programs and Degree Requirements

Fields of Study

The Department offers five areas of graduate study: United States History, Latin American History, European History, World History, and Public History. Students in Public History will complete 18 hours in that field and 18 hours in U.S. or Latin American history (including Historiography). Students with a concentration in U.S., Latin America, World, or Europe are required to take either American Historiography or General Historiography and at least 9-15 hours in their area of specialization, depending on their degree plan. At least 6 hours of graduate history must be taken in "research" seminars in which a formal paper based on research into "primary" sources constitutes a significant portion of the course grade.

Master of Arts (with thesis)

- 33 hours of graduate history
 - 3 hours, general or United States historiography
 - 3 hours, general research seminar
 - 6 hours, thesis credit
 - 21 hours, history electives (with at least 9 hours in major field)
 - Master's Thesis
 - Comprehensive examination (thesis defense)

Master of Arts (non-thesis)

- 36 hours of graduate history
 - 3 hours, general or United States historiography
 - 3 hours, general research seminar
 - 30 hours, history electives (with at least 15 hours in major field)
 - Comprehensive examination (combination of written and oral exams)

Master of Arts with concentration in History Education (non-thesis)

- 21 hours in graduate history & 15 graduate hours in one or two outside fields
 - 3 hours, General or United States historiography
 - 3 hours, General Research Seminar
 - 15 hours, History electives
 - 15 hours, outside minor(s) in one or two academic disciplines (if two, 6 hours in one and 9 hours in the other), **or**
 - 15 hours, Education (which, with student teaching hours and experience, would qualify the student for certification)
 - Comprehensive examination (combination of written and oral exams)

Master of Arts Degree with concentration in Public History (non-thesis)

36 hours of graduate history

3 hours, United States historiography [5360]

3 hours, The Practice of Public History [5371]

3 hours, Internship [5374]

3 hours, General Research Seminar

12 hours, Public History electives

12 hours, United States history electives

Comprehensive examination (combination of written and oral exams)

Master of Arts Degree with concentration in Public History (thesis option)

39 hours of graduate history, including:

3 hours, United States historiography [5360]

3 hours, The Practice of Public History [5371]

3 hours, Internship [5374]

3 hours, General Research Seminar

6 hours, Thesis Credit

12 hours, Public History electives

9 hours, United States history electives

Master's Thesis

Comprehensive examination (Thesis defense)

Certificate in Public History

Program Requirements:

Students are required to complete 15 hours of public history courses. HIST 5371, the Practice of Public History is the foundation course of our public history program and will be required of all certificate students. Students must complete four other public history courses (12 hours). Students must maintain a 3.0 GPA with no grade lower than a C; they must complete the program within four semesters, and must pass a comprehensive exit exam.

Transfer to the Master of Arts program:

Students enrolled in the certificate program may transfer to the Master of Arts public history program if they receive approval from the Public History Committee, submit an application, and meet the requirements for admission to the Public History graduate program in the Graduate College. No more than six hours of credit may be transferred.

Scholarships in History

History Department: The deadline for departmental graduate scholarships is March 10.

Departmental scholarships use the [History Scholarship Application Form](#) and for letters of recommendation use the [Scholarship Recommendation Form](#)

Brunson Family Graduate Scholarship

1. Applicants must be current graduate students majoring in history with a minimum 3.5 GPA.
2. Applicants must submit 2 letters of recommendations from history professors.
3. Applicants must submit a 250 to 500 word essay describing how their experience in the history department has affected their view of the discipline.
4. Brunson scholars are required to maintain an overall and semester-by-semester Texas State University GPA of 3.5 or above.

Dennis and Margaret Dunn Scholarship

1. Applicants must be current students majoring in history or international studies with a minimum 3.5 GPA or incoming freshmen with a minimum ACT composite of 27 or SAT of 1150 and rank in the top 10 percent of his or her graduating class.
2. Dunn scholars are required to maintain an overall and semester-by-semester Texas State University GPA of 3.5 or above.
3. Dunn Scholarship recipients are expected to enroll in at least 9 graduate hours per semester and to maintain an overall and semester-by-semester Texas State GPA of 3.5 or higher. Failure to comply will constitute grounds for forfeiture of the Dunn Scholarship.
4. Applicants must submit a copy of their GRE scores.
5. Since financial need can be used in the determination of this scholarship, students should complete a financial need application at the Texas State Financial Aid Office in order to determine their financial need. This scholarship can, however, be awarded solely on the basis of merit.
6. Applicants must provide references from three people as follows (all could be professors):
 - a) One should be a teacher whose specialty is the same as or most similar to the applicant's major.
 - b) One should be a teacher who can describe the applicant's abilities.
 - c) One should be an individual who can best provide a description of those personal qualities and attributes that make the applicant a suitable scholarship recipient. Such a person might be a present or former employer, a member of the clergy, etc.. Relatives are not considered suitable references.
7. Applicants must submit a 400-500 word essay explaining why the applicant is majoring in history or international studies. This essay could include information regarding how the study of history or international studies might affect an applicant's future career plans and/or what, if any, effect it might have on the applicant's ability to impact the world around them.

James W. Pohl Graduate Scholarship

1. Applicants must be returning graduate students working on a thesis in History.
2. Applicants must have a minimum 3.5 GPA.
3. Applicants must submit two letters of support/recommendation – one from the director of the thesis and one from another faculty member.
4. Applicants must submit a detailed thesis prospectus with their application.

Fitzpatrick-Clayton-Kissler Scholarship

1. This scholarship has the following two preferences:
 - A. Students who are seeking teacher certification in history or
 - B. graduate students who already have their teacher certification but who are continuing their education.
2. Applicants must have a minimum 3.5 GPA overall and a minimum 3.5 GPA in history.
3. Applicants must submit three letters of recommendation. Students should choose references who can describe the applicant's academic or teaching abilities.

Michael R. Davis Scholarship

1. Applicants must be **current graduate students with a minimum 3.5 GPA.**
2. Applicants must be either **a History or Music major.**
3. Although all History and Music majors may apply for this scholarship, **preference in the awarding** of this scholarship will be given to those applicants who are **studying Texas Music History.**
4. Applicants must provide **two letters of recommendation from faculty members.**
5. Applicants will be required to submit a **400-500** word essay describing how the study of history (especially Texas Music History) has enhanced their understanding of our society and of History as a discipline.
6. Davis Scholars will be required to **enroll in at least 6 semester hours** and to **maintain an overall and semester-by-semester GPA of 3.5 or higher.** Failure to comply will constitute grounds for forfeiture of the Michael R. Davis Scholarship.

Kent Finlay Scholarship

1. Applicants must be **current graduate students with a minimum 3.5 GPA.**
2. Applicants must be either **a History or Music major.**
3. Although all History and Music majors may apply for this scholarship, **preference in the awarding** of this scholarship will be given to those applicants who are **studying Texas Music History.**
4. Applicants must provide **two letters of recommendation from faculty members.**
5. Applicants will be required to submit a **400-500** word essay describing how the study of history (especially Texas Music History) has enhanced their understanding of our society and of History as a discipline.
6. Finlay Scholars will be required to **enroll in at least 6 semester hours** and to **maintain an overall and semester-by-semester GPA of 3.5 or higher.** Failure to comply will constitute grounds for forfeiture of the Kent Finlay Scholarship.

Minnie Knispel Scholarship

This scholarship is for highly qualified graduate students who are involved in the training of social studies students and teachers as part of their professional development.

Other Scholarships

RFSA Scholarship

1. Recipient(s) should be enrolled at Texas State University for a minimum of 12 hours per semester for undergraduate students and a minimum of 6 hours per semester for graduate students.
2. Recipients must maintain a GPA of at least 3.0 for freshmen, 3.25 for continuing and transfer students, and 3.5 for graduate students.
3. Entering freshmen must be in the top 25 percent quartile of their graduating class.
4. Consideration will be given to students with a financial need as documented through the Texas State Financial Aid and Scholarship Office.
5. Consideration will be given for documented leadership, extra-curricular activities and community service.

Preference will be given to a family member of a faculty or staff retiree of Texas State University, although all applicants will be considered. Application must be submitted to August 1. Download the [RFSA Scholarship Application](#).

Application must be mailed to:

Texas State University
 Attn: Kimberly Garrett
 601 University Drive, JCK-480
 San Marcos, Texas 78666

Graduate College

Scholarships available through the Graduate College include the Celebrity Classic and Graduate College Scholarships and the Graduate College Thesis Research Support Fellowship. For application information go to [Graduate Scholarships and Fellowships at Texas State](#). **The deadline for Graduate College applications is March 1.**

Course Work

- The only two required courses for the M.A. in History are Historiography and the General Research Seminar. To enroll in either of these courses students must complete the [Graduate Course Wait List/Special Approval Form](#), which will allow them to register. If the class is full, they must fill out the form the next semester to gain access to registration.
- Other than historiography and the general research seminar, all graduate-level courses are classified as either readings or research seminars. Readings seminars emphasize broad reading in a particular area and do not require a research paper. Research seminars combine topical readings with a research project.

Historiography

The History Department believes that its graduate students are best prepared to undertake serious graduate study by a general introduction to the discipline of history. This introduction will be provided in the historiography classes taught each fall semester. The department offers American Historiography for students choosing U.S. History as their major area of concentration, and General Historiography for students with major fields in Europe or Latin America. All new graduate students are expected to enroll in one of these offerings. Both courses contain a methodological component and a formal paper designed to help the student prepare for future reading and research projects in other courses. The formal paper required in this course may serve as the introductory analysis of an area of history to be pursued in the student's master's thesis or major field.

General Research Seminar

The general research seminar meets each semester. M.A. students, M. Ed. students, and Public History students who are selecting the thesis option are required to take the General Seminar, preferably at the beginning of their second year or after accumulating at least 12 graduate hours. Thesis students participating in the General Seminar normally enroll in a thesis course, History 5399A (for first-semester thesis enrollment) or 5399B (for second and subsequent semesters of thesis enrollment) simultaneously. The principal purpose of the seminar is to provide students the opportunity to compose a thesis chapter or a research project of thesis chapter quality and to have that work read and critiqued by fellow students, the seminar director, and, in some cases, their advisors. The papers produced in the seminar are expected to be based on substantial research in primary source materials and to be of thesis quality. A grade of incomplete will not be issued in the general research seminar.

Optional outside electives or minor:

Students in the M.A. and M.A. with concentration in Public History degree programs may substitute up to 6 hours of graduate course work in an outside field for graduate history electives. History students must have the prior approval of the Director of Graduate Studies, and Public History students must have the prior approval of both the Director of Graduate Studies and the Director of the Public History Program to pursue this option.

Students who want to pursue an official minor (which appears on transcripts) must fulfill the course hours requirements of the outside department. The History Department will count only six hours in the minor field toward history degree requirements. Students who choose the option must ask the graduate advisor to add it to their degree plans.

Other Thesis and Non-Thesis Degree Requirements

M.A. Candidates Writing a Thesis

Enrolling in Thesis Hours

All thesis students must have three hours of credit in Thesis A, History 5399A (taken the first semester of thesis work only), and *at least* three hours of credit in Thesis B, History 5399B (taken during the second and subsequent semesters of thesis work), to fulfill degree requirements. Students generally should have completed at least 15 graduate hours in history before enrolling in Thesis A. The first semester of enrollment in thesis hours usually, but not necessarily, coincides with enrollment in the General Research Seminar. **NOTE: To be eligible to register for Thesis A, a student must have completed an [Application for Permission to Write a Thesis](#), and secured the signatures of the proposed members of his/her committee. To register for Thesis B, a student must have a completed [Thesis Proposal Form](#) on file with the Graduate College.**

Writing the Master's Thesis

Students seeking an M.A. in History with thesis will complete an essay of appropriate length and depth, divided into appropriate chapters based on substantial research in primary source materials. The topic of the thesis, the research to be undertaken, and the nature of the final product will be determined through consultations between the student and the thesis advisor. The final paper will be read and critiqued by a thesis committee composed of the advisor, a second reader from the History Department, and a third reader who may be either a historian or a faculty member from another discipline (if the student took a minor outside of history). The student must successfully defend the thesis before the committee in order to receive the M.A. degree. Be sure to consult the [Graduate College Guide to Preparing and Submitting a Thesis](#) BEFORE beginning the writing process, as the guide provides templates with the proper formatting that will make the final submission a much easier process.

Completing the Comprehensive Exam for Thesis Students

For students completing a thesis, the comprehensive oral exam required by the Graduate College of Texas State University will consist essentially but not exclusively of a defense of the thesis presented. Students should check with each faculty member involved in the oral exam to determine the scope of the issues to be covered. If the examination is to cover matters beyond the student's defense of the thesis, the student must take care to discover exactly what aspects of previous course work will or will not be considered fair game for each examiner. The student's thesis supervisor and the second and third readers will administer this examination. **Please note** that there are two Graduate College forms that require the signatures of all committee members—the [Thesis Submission Approval Form](#) (approval of the thesis, which must be submitted at least one week before the thesis is uploaded in Vireo) and [Master's Comprehensive Exam Report Form](#) (approval of the oral thesis defense, which must be submitted no later than ten days before the anticipated date of graduation).

M.A. Candidates Opting for the Non-Thesis Degree

Purpose of Comprehensive Exams for Non-Thesis Students

For students not writing a thesis, comprehensive examinations are intended to demonstrate the ability to synthesize historical knowledge acquired in their fields of study and from a variety of material covered in regular courses. Students are expected to incorporate analysis and insights from readings into a conceptual framework that illustrates mastery of the subject.

Procedures

Comprehensive exams should be taken during the last semester of course work. The written and oral comprehensive exams are overseen by a committee of three faculty members, consisting of the student's graduate advisor as chair and two members representing the other focus areas of study. Students will select their committee members in consultation with the Graduate Director no later than the beginning of the semester in which they wish to graduate. Once a committee has been agreed upon, the student is responsible for contacting the committee members and requesting their participation. A [Comprehensive Examination Committee Form](#) that includes the signatures of all committee members must be completed and submitted to the History Department office by the third week of the semester in which the student wishes to graduate.

During the next few weeks of the semester during which the exam is to be completed, each of the designated faculty will submit to the student no more than 2 questions to be answered in essay form. These questions will also serve as preparation for the oral exam. Essays must be completed and submitted to the appropriate committee member by **October 15** (for the Fall semester), **March 15** (for the Spring semester) or **June 30** (for the summer term). Committee members may designate alternative deadlines based on the University calendar.

Committee members will review their respective essays within two weeks of receipt and inform both the student and the committee chair if the essays are approved as submitted or if revisions are required. If revisions are requested, a new deadline for completion will be provided. Once the essays meet with the approval of the committee members, an oral exam based on the content of the written exams will be scheduled. The committee chair, in consultation with the student, will coordinate the time and date of the final oral exam.

Student performance on the oral exam is evaluated as either passing or failing. Outstanding student performance may be designated as passing with distinction. Students who do not pass the oral exam may be allowed to retake the exam once. The scheduling of the second oral exam is at the discretion of the committee, but is encouraged for no earlier than the subsequent semester. The student may be required to prepare new comprehensive exam essays should the faculty membership of the committee change. Exams must be completed within one year of the student's last semester of classes except under extraordinary circumstances. Students do not have to be enrolled in the university to take their comprehensive exams.

Foreign Language Requirement

Students working in areas outside of U.S. or British history **may** be required to pass a foreign language reading examination. All students planning to pursue a Ph.D. are encouraged to pass a foreign language reading examination as this competency will be required of them in their doctoral programs.

Applying for Graduation

Graduate students must apply online for graduation by clicking [here](#) and logging into the [Self-Service Banner system](#). Current and future graduation application deadlines are found here: <http://www.gradcollege.txstate.edu/students/deadlines.html>. Students should submit their applications by the appropriate deadline as the Graduate College does not accept late applications. There is no cost associated with the graduation application, and there is no penalty for not completing degree requirements as anticipated after submitting the application; in those instances students would submit another application for graduation before the deadline for the next session.

History Department Expectations of Graduate History Majors

1. Students completing the history graduate program will have a critical understanding of historiographical trends in the student's major field.
2. Students completing the Master of Arts program will demonstrate the ability to undertake the writing of a major research paper combining primary and secondary sources.
3. Students in the Public History Program will demonstrate advanced ability to undertake the practice of history in the context of the general public.
4. Students in the Master of Arts program will demonstrate an advanced ability to undertake the explanation of historical subject matter in oral form.

Honor Code

Texas State University “expects students to engage in all academic pursuits in a manner that is beyond reproach. Students found in violation of the Honor Code are subject to disciplinary action.” (Policy 01.02) This includes (as taken from Policy 02.02) cheating, copying from another student's test or paper, purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm and plagiarism or using another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Students are expected to produce their own work and support academic honesty. For a full list of expectations and the university's honor code, please see <http://www.txstate.edu/effective/upps/upps-07-10-01.html>.

Grade Requirements

Incompletes

Students with two or more incomplete grades in history will not be allowed to enroll in any graduate course in history. For instructional assistants, no student with **more than one incomplete grade** at the beginning of the spring semester will be eligible to retain their assistantship for that semester. No second year student with **an incomplete grade at the beginning of the fall semester** will be eligible for an assistantship for that semester.

Graduate Program Grade Policy:

Only graduate History course work for which students have received a final grade of B or higher will count toward graduate degrees in History. Upon the first instance of receiving a final grade of C or lower in a History graduate course, students will be placed on departmental probation and must meet with the Graduate Advisor to discuss the issue. **If a student receives a second final grade of C or lower in a History graduate course, he or she will be dismissed from the History graduate program.** Students who have been dismissed may petition for reenrollment after an absence of six months. In deciding whether to grant permission for reenrollment, the Department will consider any extenuating circumstances affecting student performance and the number of graduate history courses for which students have received a final grade of C or lower. These rules regarding probation, suspension, and reenrollment pertain only to the History graduate program; Graduate College regulations regarding probation and suspension will continue to regulate admission to the university and enrollment in course work outside the History Department.

Assistantships

The History Department offers a limited number of assistantships to graduate students to help fund their graduate education. These assistantships normally require the recipient to serve as an instructional assistant to faculty members teaching large sections of the introductory courses. Duties include—but are not necessarily limited to—attending all classes, taking attendance, holding office hours, meeting with students, preparing class materials, and grading papers. Students who wish to be considered for a position must complete an [Application for Instructional Assistantship](#) form and submit it to the department office or the Director of Graduate Studies. Assistantships will normally be awarded for one full academic year assuming **competent performance of assigned duties and acceptable progress toward completion of the degree.** Assistantships, which may be renewed for one additional year on the same basis, will be awarded by the graduate faculty, with the chair's approval, on the basis of the recommendation of the Graduate Committee.

To maintain an assistantship:

1. Students must enroll in History 5301, Instructional Methods Practicum for History Assistants, during the first semester in which they hold an assistantship. Although this course will count toward the 9 hour load, it will not count as credit toward the degree. The university pays the tuition for this course.

2. The student must enroll in **at least 9 hours of graduate course work during each long semester** until all course work is completed; at least three of those hours must be in history. Students may **not** take more than 9 hours of graduate work in any long semester without the approval of the director of graduate studies and the department chair.
3. Students on assistantships must **maintain** at least a 9 hour load for the entire semester. Failure to do so will result in the loss of the assistantship the following semester. In addition, students must have completed satisfactorily 15 graduate hours by the beginning of their third long semester.
4. No student who receives a final grade of C or lower in a History graduate course will be eligible for an assistantship the following semester.
5. No student with **more than one incomplete grade** at the beginning of the spring semester will be eligible to retain their assistantship for that semester.
6. No second year student with **an incomplete grade at the beginning of the fall semester** will be eligible for an assistantship for that semester.

Requests for Exceptions to History Graduate Policies

In extraordinary individual circumstances the student may request from the graduate committee specific variances to any of the History Department's internal policies relating to the graduate program. Such requests should be addressed to the director of graduate studies, who will convene the Graduate Committee to rule on such requests.

Necessary forms are available online through the departmental web page, or in main office.