



**HISTORY DEPARTMENT
GRADUATE PROGRAM
HANDBOOK
(PROVISIONAL)**

Academic year 2020-2021

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Introduction: Graduate Student Handbook

Dear Students,

Welcome to the Department of History Graduate Program. This handbook is designed to provide students with the information they need in order to navigate their way through the MA History program and the History for Teachers Graduate Certificate Program.

It is highly recommended that students familiarize themselves with the information provided here as it will afford them a clearer outline of what is expected of them as they work their way through the program. This includes the requirements of both the degree and certificate program, the procedures for advising and registration, as well as the procedures and requirements for graduation. While this handbook will cover most situations students may come across, students are more than welcome to contact the Graduate Program Director with any questions they might have pertaining to the information provided.

Upon entering the program, students should ensure that they check their university email account regularly as any updates to the handbook as well as information pertaining to registration, graduate assistantships, scholarships, and other important university communications will be sent to this account. Please note that it is university policy that all university business is communicated through university email accounts. [Missouri State University Computer Services](#) should be able to resolve any issues students might encounter with either university email accounts or university accounts (my.missouristate.edu).

Students should also enroll in the History MA Program Blackboards page. This page will include information and documents relevant to students in the History Department. Information on how to enroll can be found at the back of the handbook.

In addition, new students should also familiarize themselves with the [Graduate College website](#), including the [Graduate College Calendar](#), and the [Office of the Registrar's website](#), including the [Office of the Registrar's Academic Calendar](#). Please note that the History Department cannot answer questions pertaining to fees and payments. Students should direct those questions to the [Office of the Registrar](#) or [Bursar's Office](#).

All the best for the new academic year and good luck with your studies!

Graduate Program Director,

Djene Rhys Bajalan, DPhil

Contacts

History Department Office

Office location: Strong Hall 410
Telephone: 417-836-5511
Email: History@MissouriState.edu
Hours: 8 a.m.-5 p.m. (Monday to Friday).

Mailing address:

Missouri State University
Department of History
901 S. National Ave.
Springfield, Missouri 65897

Graduate Program Contacts

Program Director, Djene Rhys Bajalan, DPhil (Oxon)

Strong Hall 442
DRBajalan@MissouriState.edu
417-836-5913

Program Co-Director, Sarah Panzer, PhD (U of C)

Strong Hall 429
SPanzer@MissouriState.edu
417-836-5099

Department Head, Dr. Kathleen Kennedy, PhD (UCI)

Strong Hall 410
KathleenKennedy@MissouriState.edu
417-836-5511

Graduate College

Office Location: Carrington Hall, Room 419
Telephone: 417-836-5331 & 866-767-4723 (Toll-free)
Email: GraduateAdmissions@missouristate.edu
Hours: 8 a.m.-5 p.m. (Monday to Friday)

Entrance Requirements

MA in History and History for Teachers Certificate Entrance Requirements

For full consideration complete applications must be received by 1 March for Summer or Fall admission and 1 October for Spring admission. Meeting the minimum standards of the Graduate College is required for admittance but does not guarantee admission. Applications received after the due date will be considered dependent on course availability.

- All applicants must apply via the [GradCAS](#) system.
- Applicants must possess an undergraduate degree and submit the relevant transcripts to the GradCAS system. For the purpose of the application process, applicants may submit unofficial copies to GradCAS. However, successful applicants will be required to submit official transcripts to the Graduate College. If the applicant has credits from multiple institutions, the applicant must submit documentation for all the institutions attended. Applicants with a teaching certificate in social studies from a U.S. State or Territory should also submit a copy of their certification. *Teaching Certification is required for those wishing to apply for the History for Teachers Certificate.*
- Applicants must have three letters of recommendation. While academic references are preferred, applicants may also submit professional references, especially if the applicant is apply after a significant hiatus in their studies. Recommendations must be submitted via the GradCAS system.
- Applicants should submit a writing sample of approximately 2,000 words. It is recommended, although not required, that this writing sample is a piece of academic writing (preferably from the discipline of history), such as an essay or an excerpt from a longer work (such as a capstone project or thesis). Writing samples must be submitted via GradCAS system.
- Applicants must meet the minimum GPA of the Graduate College (2.75 on a 4.00 scale) to be considered for admission. Meeting the minimum standards is required for admittance but does not guarantee admission. Candidates with a GPA of 3.00 and above are generally preferred.
- Applicants with 24 undergraduate hours in history are preferred. An accepted student may make up a deficiency with additional courses in history, though these courses may not be counted toward the 30 semester hour total requirement for the master's degree. Admission will also depend on the quality of the previous academic record.

Summary of Application Materials

- Transcripts
- Three references
- Writing sample
- Evidence of Teaching Certification (if applicable)
- All applicants **MUST** ensure that their applications, as submitted to the GradCAS system, are complete in order to be considered for admission.

The GRE examination is NOT required for entry into this program.

Upon Admission

Once admitted, students should become thoroughly familiar with the information and resources available on the webpages of the [Graduate College](#) and [the History Department](#).

Students should also ensure that they set up their university email account and check said account regularly. It is university and department policy that all university related business be conducted via the university email.

Accelerated Master's Degree option

Eligible history majors may apply for preliminary acceptance into the History MA program after admission requirements for the accelerated master's option have been satisfied. Once accepted, students will be able to take up to 9 hours of graduate-level history courses that apply to both their undergraduate and graduate programs. Once accepted, students can take HST 701, Historiography, which will count toward both degrees and will meet the HST 390, Historiography, requirements for a history major. This option gives exceptional undergraduate students the opportunity to complete their bachelor's and master's degrees in five years (10 semesters and a summer). Before enrolling in courses to be counted for both undergraduate and graduate credit, an undergraduate student must be accepted into the accelerated master's program and receive prior approval from the history department head, history graduate director and the dean of the Graduate College.

- Admission Requirements for the Accelerated Master's Degree Option
- Junior standing, with an overall GPA of 3.25.
- Major in History, and completed a minimum of 15 hours in history, including at least one course at the 300-level or higher, with a GPA in the major of 3.40.
- Recommendation by a faculty member in the History Department.

Upon Admission

Once admitted, students should become thoroughly familiar with the information and resources available on the webpages of the [Graduate College](#) and [the History Department](#).

In order to register for graduate classes, accelerated master's degree students **MUST** complete a [Mix Credit Form](#). This form **MUST** include the signature of the graduate director and the department head before the student submits it to the graduate college for approval.

Graduate Assistantships

Assistantships

The History Department awards a number of assistantships each year. To be eligible a student must be admitted to the History Department's master's program and have a cumulative BA GPA of at least 3.0 and a GPA of at least 3.0 in graduate work if the candidate has taken nine or more hours at the graduate level. In exchange for twenty hours of work per week for the department, graduate assistants receive a tuition fee waiver for nine hours of graduate coursework and an annual stipend of a little over \$10,500. A full assistantship is awarded for one academic year only, but it is renewable for a total of four semesters. To be eligible for reappointment the student must perform all assistantship duties satisfactorily and maintain a GPA of at least 3.30. Please note that full-time assistantships are only available to seated students.

Applications

The Department of History Graduate Committee makes decisions regarding appointments to assistantships in the semester. Appointments begin in the following academic year (Fall semester). Those wishing to apply for an assistantship must do so by 1 March.

To apply, students must send all application materials via email to Dr. Sarah Panzer, History Graduate Program Co-Director, SPanzer@missouristate.edu.

The application materials are:

- The application form, which is found on the [Graduate College webpage](#).
- Three letters of recommendation from academic sources, testifying to the student's potential for work at the master's level. Letters originally uploaded to GradCas when applying for admission to the master's program may be used for this purpose. If using recommendation letters uploaded to GradCas, students do not need to resubmit copies.
- A statement of purpose (maximum of 350 words) discussing why you wish to pursue a graduate degree in history
- A writing sample of 2500 to 6250 words (10-25 double-spaced pages). This may be from any discipline, not just history.

Mid-Year Appointment and Summer Appointments

On occasion, the department is able to offer mid-year appointments to a full-time assistantship to beginning in the spring semester. If a position becomes available mid-year, the Graduate Program Director will contact students with details.

The department is also often able to offer students part-time assistantships for the summer semester. Unlike full-time positions, summer assistantships are open to both online and seated students. If part-time summer assistantships become available, the Graduate Program Director will contact students with details.

Strong Family Graduate Scholarship

The College of Humanities and Public Affairs offers a number of scholarships each year through the Strong Family Graduate Scholarship.

Number and value of awards dependent on the availability of funding, but awards are generally for \$4,000 - \$5,000. Awarded annually to a student enrolled in 18 hours over the course of the academic year, and admitted to a graduate program in the College of Humanities and Public Affairs.

The Strong Family Graduate Scholarship will be awarded annually to first-year graduate students who are:

- already are admitted into a graduate program in the College of Humanities and Public Affairs
- have a minimum overall GPA of 3.25 in undergraduate course work
- are enrolled in nine hours in the fall and the spring semester 2021-2022 **OR** six hours in the fall, the spring, and the summer of 2021-2022.

To apply, students should review the information on the [Strong Family Graduate Scholarship](#) webpage, which includes the application form. Several awards will be made without regard for financial need. Those who receive a Graduate Assistantship CAN NOT also receive the Strong Family Graduate Scholarship. Return application to the CHPA Dean's Office via email VictorMatthews@MissouriState.edu. Questions pertaining to this scholarship should be directed to the CHPA Dean's office.

MA in History Program

The MA in History is a 30 credit hour program. As most courses are 3 credit hours, in general, students must (successfully) complete ten courses in order to graduate in line with the requirements of their track of study (see below).

Graduate Courses

Graduate courses are either 600 or 700 level. Students must take at least 18 credit hours (six courses) at the 700 level. This means that in general students may only take up to 12 credit hours (four courses) at the 600 level. Students may take additional 600 level courses, but **ONLY** four will be counted towards the completion of the degree.

600 level classes generally provide an overview of a particular topic area. With the exception of HST 701 Historiography and Historical Methods and HST 702 Secondary School Curriculum for Social Studies, all 700 level classes are either primary source seminars, readings seminars, or research seminars.

A primary source seminar focuses on primary sources related to a given field or topic. A readings seminar focuses on the historiography of a given field or topic. A research seminar focuses on the production of a major research paper, usually 35 to 45 pages in length. In each case, the field/topic will vary with the professor teaching the course.

Track Options

The History Department offers three tracks of study and one sub-track for graduate students. In selecting courses, students must pursue one of the track options below. The History Department usually recommends that students pursuing the online degree follow the US and World track.

GLOBAL AREA STUDIES

Core requirements

	HST 701: Historiography
	1 primary source seminar
	1 non-US research seminar
	At least 30 hours of coursework
	At least 18 hours of coursework at the 700 level

Options

	Thesis submission for research requirement	Seminar paper submission for research requirement
	1 readings seminar in World History	1 readings seminar in World History
	1 readings seminar in emphasis area of study*	1 readings seminar in emphasis area of study*
		1 non-US readings seminar (may be in emphasis area*, but not required to be)
	3 courses (9 hours) in emphasis area* (may include research seminars and	3 courses (9 hours) in emphasis area* (may include research seminars and readings

	readings seminars, but no primary source seminars)		seminars, but no primary source seminar seminars)
	1 US history course (3 hours) that covers US in the world, US foreign relations, or recent history of the US		1 US history course (3 hours) that covers US in the world, US foreign relations, or recent history of the US
	HST 799: Thesis for 6 hours May take in increments of 1 to 6 hours per semester		

**The emphasis area of study is chosen by the student, with the graduate director's approval. Examples include Africa, Asia, Europe, Latin America, and the Middle East.*

AMERICAN STUDIES

Core requirements

	HST 701: Historiography
	2 primary source seminars in US History or American Studies
	1 research seminar in US History or American Studies
	At least 30 hours of coursework
	At least 18 hours of coursework at the 700 level

Options

	Thesis submission for research requirement		Seminar paper submission for research requirement
	1 readings seminar in US History of American Studies		2 readings seminars in US History or American Studies
	3 courses (9 hours) in American Studies-related disciplines*		3 courses (9 hours) in American Studies-related disciplines*
	HST 799: Thesis for 6 hours May take in increments of 1 to 6 hours per semester		1 US research seminar

**The graduate director's approval is required. Courses must be at the graduate level. Disciplines related to American Studies include American art, culture, film, folklore, government, literature, and music.*

US and World, with US Concentration

Core requirements

	HST 701: Historiography
	1 primary source seminar
	1 US research seminar
	At least 30 hours of coursework
	At least 18 hours of coursework at the 700 level

Options

	Thesis submission research requirement		Seminar paper submission for research requirement
	1 US readings seminar		2 US readings seminars
	1 non-US readings seminar		1 non-US readings seminar

	9 hours US history (may count US research seminar and US readings seminars, but no primary source seminars)		9 hours US history (may count US research seminar and US readings seminars, but no primary source seminars)
	6 hours non-US history (may count non-US research seminars and non-US readings seminars, but no primary source seminars)		6 hours non-US history (may count non-US research seminars and non-US readings seminars, but no primary source seminars)
	HST 799: Thesis for 6 hours May take in increments of 1 to 6 hours per semester		

US and World, with World Concentration

Core requirements

	HST 701: Historiography
	1 primary source seminar
	1 non-US research seminar
	At least 30 hours of coursework
	At least 18 hours of coursework at the 700 level

Options

	Thesis submission for research requirement		Seminar paper submission for research requirement
	1 non-US readings seminar		2 non-US readings seminars
	1 US readings seminar		1 US readings seminar
	9 hours non-US history (may count non-US research seminars and non-US readings seminars, but no primary source seminars)		9 hours non-US history (may count non-US research seminars and non-US readings seminars, but no primary source seminars)
	6 hours US history (may count US research seminar and US readings seminars, but no primary source seminars)		6 hours US history (may count US research seminar and US readings seminars, but no primary source seminars)
	HST 799: Thesis for 6 hours May take in increments of 1 to 6 hours per semester		

Note: With the graduate director's approval, students following the US and World track may take up to 9 hours of non-history graduate-level courses.

Secondary Education Sub-track

In-service teachers may take this 9-hour sub-track in conjunction with any track in the M.A. program. Courses in the sub-track count toward the minimum hours needed at the 700-level and the minimum hours needed for the degree, but may not substitute for required history courses.

HST 720: Secondary School Curriculum for Social Studies (required)
SFR 750: Philosophy of Education -- OR

PSY 705: Psychology of Adolescence – OR
Up to 6 hours of other education courses approved by the graduate director

Thesis Option

Graduate students may opt to complete a thesis in order to fulfil the research requirement of their degree. A thesis is usually 80 to 100 pages in length, focusing on a topic of the student's choice, with approval of the professor directing the thesis (the thesis advisor).

In order to complete a thesis, a student must develop a research project and find a member of faculty within the History Department to serve as a thesis advisor. The thesis advisor must be ranked faculty. Lecturers and adjuncts may not serve as thesis advisors. It is the responsibility of the student to approach the member of faculty with whom they wish to work. However, faculty are not obliged to take on students and any project must be within the thesis advisor's general field of expertise.

In approaching a potential thesis advisor, students must be able to demonstrate the viability of their project. Most professors will expect students to see a preliminary thesis proposal before they agree to supervise a thesis. A preliminary thesis proposal should contain the following information:

- A clear outline of the historiographical question with which the student intends to engage.
- An outline of the primary sources that the student intends to utilize in their thesis.
- A preliminary bibliography of academic works related to the topic of the thesis.

Students should also ensure that they will have access to the source sets that they intent to make use of as well as be able to demonstrate that they have any required linguistic and/or technical competencies.

Once a member of faculty has agreed to serve as a thesis advisor, the student should arrange with them to register for six hours of HST 799. These should be taken over the course of two semesters (in 3-hour increments), although they do not have to be taken in consecutive semesters.

History for Teachers Certificate

The History for Teachers Certificate is a 15 credit hour program open to certified teachers. Upon completing the certificate, students may apply the certificate coursework in a master's program in history or history education. The certificate program offers three tracks of study, US history, World history and secondary education.

Tracks Options

US History
HST 701 Historiography and Historical Methods
American History Readings Seminar HST 720, HST 724 or HST 725
Primary Source Seminar in US History HST 783, HST 784, HST 785, HST 786 or HST 787
600 or 700-level courses in US History.
600 or 700-level courses in US History.

World History
HST 701 Historiography and Historical Methods
World History Readings Seminar HST 740, HST 760, HST 770, HST 790
Primary Source Seminar in World History HST 792
600 or 700-level courses in World History
600 or 700-level courses in World History

US History
HST 701 Historiography and Historical Methods
HST 702 Secondary School Curriculum for Social Studies
Any Primary Source or Readings Seminar
600 or 700-level courses in US. History.
600 or 700-level courses in US History or World History.

Advising and Registration

Advising and registration is a biannual process. Advising and registration for the summer and fall semester takes place in the spring semester. Please note that this means that students will register for summer and fall classes simultaneously. Advising and registration for the spring semester takes place in the fall semester. The Graduate Program Director, Dr. Djene Bajalan, conducts advising for all graduate students.

Newly Admitted Students

Both the Graduate College and History Department Graduate Program Director will contact newly admitted students.

The Graduate College will provide students with the information they need to set up their university account (my.missouristate.edu) and university e-mail. Students must complete this before they can register for classes as once released to register students do so through their university account (my.missouristate.edu). Newly admitted students should carefully review the information for new students posted on the [Graduate College](#) webpage.

The Graduate Program Director will provide information to new students on the courses available and information pertaining to setting up and advising appointments. The Graduate Director can conduct advising in person, over the telephone, or via Zoom. Once students have completed their advising appointment, the Graduate Program Director will release them to register for classes.

Please note that students will only be released to register **BEFORE** registration opens. Even if released to register, students will only be able to register for classes **AFTER** registration has opened. Students who have not been released to register will not be able to register for classes, even after registration opens. Students can review the registration dates on the [Office of the Registrar's Calendar page](#).

Continuing Students

The Graduate Program Director will contact continuing students via email as soon as the History Department finalizes the course schedule in order to set up advising appointments. Once students have completed their advising appointments, the Graduate Program Director will release them to register for classes. Please note that this may be **BEFORE** registration opens. Even if released to register, students will only be able to register for classes **AFTER** registration has opened. Students who have not been released to register will not be able to register for classes, even after registration opens. Students can review the registration dates on the [Office of the Registrar's calendar page](#).

Registering for Classes

Once the Graduate Program Director has release a student to register and registration has opened up, the student may register for classes. This is done through the student's university account (my.missouristate.edu). Students can find information on the registration process on the [Office of the Registrar's webpage](#).

Please note that registration is staggered over approximately one week (the registration period). This means that registration opens on different days for different students. Students will be able

to see which day during the registration period they can register for classes through their university account or through the Office of the Registrar's webpage. Please note that students may still register for classes following the end of the registration period. The end of the registration period only refers to the period over which registration opens up. The end of the registration period merely means that registration has opened up for all students.

During the advising appointment, the student and the Graduate Program Director discuss which course the student plans to take. Therefore, students should think about which courses they wish to take before their advising appointment. The Graduate Program Director will record the student's preferred courses in an advising note and release the student to register. However, once released to register, students are not restricted in terms of the courses for which they may register, unless the course is "By Permission Only" (see below).

Since many graduate-level courses have limited enrollment, students must plan and act early in order to enroll in courses that fulfill their program requirements. No student is guaranteed a seat in any class.

"By Permission Only" Courses

Students require special permission to register for the following course.

- HST 701 Historiography and Historical Methods
- HST 710 Ancient History Research Seminar
- HST 730 American History Research Seminar
- HST 750 European History Research Seminar
- HST 780 World History Research Seminar

Students who wish to take any of the following courses should inform the Graduate Program Director during advising. The History Department will keep a list of students on a first-come-first-serve basis. The Departmental Secretary will contact students with permission to register. Students with a place reserved in a "By Permission Only" course must register for it during the registration period or risk losing their place.

Depending on demand, other courses may also be designated "By Permission Only". The Graduate Program Director will inform students during advising about any courses that are given this designation.

Waiting Lists

Students may place themselves on the waiting list for 700-level courses through the registration system. Once you have been placed on to a waiting list, you will be contacted via email if space opens up. You will have 24 hours to take up your place, after which the place will be offered to the next person on the list.

Students are not able to place themselves on the waiting list for 600-level courses through the registration system. The Graduate Program Director will contact students following the end of the registration period with information pertaining to 600-level class waiting lists.

Reading and Research Seminars

All research seminars (HST 710, HST 730, HST 750, and HST 780) are offered as part of a sequence. Students wishing to take a research seminar need to have taken the relevant reading

seminar beforehand. Research seminars offered in the Fall follow a required reading seminar in the Spring and research seminars in the Spring follow a required reading seminar in the Fall.

Please note that a) not all reading seminars lead into research seminars and b) students may take any readings seminar as a standalone classes.

Students wishing to take a research seminar without having taken the attached reading seminar may only do so with permission from the professor.

HST 698 Internship in Public History

Students may undertake an Internship in Public History as part of their degree. Student's wishing to do so should contact Dr. Holly Baggett (HollyBaggett@MissouriState.edu).

HST 796 Readings in History (Independent Study)

HST 796 is an arranged program of readings for the individual student directed by a professor of the graduate faculty. Students wishing to take the Readings in History course **MUST** obtain permission from the supervising professor and the department head.

HST 799 Thesis Hours

Students completing a thesis **MUST** register for 6 hours of HST 799 with their thesis advisor. These **MUST** be taken over the course of two semesters (three hours per semester), although those semesters do not have to be consecutive semesters. In order to register for thesis hours, students should contact their thesis advisor in order to make arrangements.

GEN 798 Active in Research

Students who have completed all course work (including six hours of HST 799) and are only working to complete their thesis may register for GEN 798: Active in Research. This course is offered at a flat-rate fee of \$75 and allows the following: access to the library including online service such as interlibrary loans, MOBIUS, and restricted access databases; opportunity to purchase a parking permit; and access to computer services and Missouri State email. Course is for zero credit hour and is graded "P" (pass) or "W".

Generic Course Numbers

HST 697: Topics in History

HST 697 Topics in History is a generic course number given to courses that the History Department has not yet permanently added to the course catalogue. Students may take this course more than once if the course is on a different topic. Please note that HST 697 does not automatically populate the degree audit. The Graduate Program Director will manually add HST 697 to any degree audit.

For example, students may take HST 697 Ottoman State and Society and HST 697 Modern European History. However, they may not take HST 697 Ottoman State and Society twice.

Generic 700-level Course Numbers

The following seminar classes are generic course numbers that will vary in focus depending on the member of faculty teaching it. Students may take any of these courses more than once if the course is on a different topic.

- HST 720 American History Readings Seminar
- HST 740 European History Readings Seminar
- HST 760 Latin American History Readings Seminar
- HST 770 Ancient Near East History Readings Seminar
- HST 775 Middle East History Readings Seminar
- HST 790 World History Readings Seminar
- HST 792 World History Primary Source Seminar
- HST 796 Readings in History (Independent Study)

For example, students may take HST 720 African American History and HST 720 Ozarks History. However, they may not take HST 720 African American History twice.

Non-History HST Course

With the Graduate Program Director's approval, students may take up to nine credit hours of coursework outside the History Department. The History Department counts these towards the completion of the MA in History. Please note that non-HST courses do not automatically populate the degree audit. The Graduate Program Director will manually add any non-HST courses to the degree audit.

Transfer Credits

With the Graduate Program Director's approval, students may transfer up to nine credit hours of graduate coursework from outside Missouri State University. In general, the Graduate Program Director will only consider history credits for transfer.

Professional Conduct Policy for Graduates Students, Graduate Assistants and Teaching Assistants

The faculty and student body of the Missouri State University History Department regard the following as guidelines for professional behavior. Students are expected to show professional behavior with faculty, administrators, staff and fellow students in the professional environment—in class rooms, faculty offices, university public areas and on-line. Faculty members and administrators are expected to abide by similar standards. In addition to the standards listed below, students must also fulfill the responsibilities outlined under the [Student Code of Rights and Responsibilities](#).

Failure to abide by this code may lead to referral to the Graduate Coordinator who in consultation with the History Department Graduate Committee may recommend to the department head the dismissal of a student from the program or require that the student adhere to an intervention to remedy the situation.

PROFESSIONAL ATTRIBUTES

Displaying honesty and integrity

- Never misrepresents or falsifies information and/or actions (i.e. cheating and plagiarism).
- Does not engage in other unethical behavior.

Maintaining a professional demeanor

- Maintains professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry.
- Never expresses anger physically.
- Conforms to policies governing behavior such as sexual harassment, consensual amorous relationships, hazing, use of alcohol, and any other existing policy of Missouri State University.

Recognizing limits & when to seek help

- Appears aware of own inadequacies; correctly estimates own abilities or knowledge with supervision.
- Recognizes own limits, and when to seek help.

RELATIONSHIP TO OTHERS

Responding to supervision

- Accepts and incorporates feedback in a non-resistant and non-defensive manner.
- Accepts responsibility for failure or errors.

Demonstrating dependability and appropriate initiative

- Completes assignments in a timely fashion.
- Does not need reminders about academic responsibilities in order to complete them.
- Appropriately available for professional responsibilities.
- Takes on appropriate responsibilities willingly (not resistant or defensive).

Interacting with other members of the academic community

- Communicates with other members of the academic community in a timely manner.

- Shows sensitivity to the needs, feelings, wishes of others.
- Relates and cooperates well with others.

The Graduation Procedures: MA History Non-Thesis Option

Comprehensive Examinations

Students take a written Comprehensive Examination upon the completion of their coursework, or during their last semester of coursework. The Comprehensive Examination will consist of three sections (each one lasting one hour and fifteen minutes), and will require students to answer questions provided by three faculty members.

During their time in the program, students should anticipate and plan for the Comprehensive Examinations by identifying the three faculty members that they would like to constitute their Comprehensive Examination Committee. All committee members should clearly establish, upon agreeing to sit on a student's committee, the material on which the student will be tested. Some faculty may also provide a reading list or list of possible questions to prepare. It is the student's responsibility to save their readings and notes from the courses they take, in order to be able to review and prepare for their Comprehensive Examination. The student is responsible for scheduling the date of their Comprehensive Examination in coordination with the Graduate Program Co-Director, (Dr. Sarah Panzer).

Committee members award the written exam a grade of either Pass or Not Pass. Students will be informed in a timely manner whether or not they have passed their written exam. If a student does not pass one or more sections of their written exam, they will be able to retake the section(s) that they did not pass during the following semester.

Students wishing to graduate should contact the Graduate Program Co-Director at the beginning of the semester in which they intend to graduate in order to establish a Comprehensive Examination Committee.

Students must also apply to graduate through the Graduate College at the beginning of the semester in which they plan to graduate. This can be done through the student's university account (my.missouristate.edu).

Comprehensive Examination Committee

A Comprehensive Examination Committee consists of three professors from whom the student has taken courses. The requirements regarding the makeup of the committee will vary depending on the student's track of study.

Global Area Studies Track

For students following the Global Area Studies Track, the Comprehensive Examination Committee consists of two members of faculty specializing in World History/Area studies. The third member of the committee may be any faculty from whom the student has taken classes and who is eligible to serve on a Comprehensive Examination Committee. This includes eligible faculty from outside the History Department.

American Studies Track

For students following the American Studies track, the Comprehensive Examination Committee consists of two members of faculty specializing in US history and/or American Studies. The third

member of the committee may be any faculty from whom the student has taken classes and who is eligible to serve on a Comprehensive Examination Committee. This includes eligible faculty from outside the History Department.

US and World Track

For students following the US and World track, the Comprehensive Examination Committee consists of one member of faculty specializing in US history and/or American Studies and one member of faculty specializing in World History/Area studies. The third member of the committee may be any faculty from whom the student has taken classes and who is eligible to serve on a Comprehensive Examination Committee. This includes eligible faculty from outside the History Department.

General Requirements

Lecturers and per-course faculty may not serve on Comprehensive Examination Committees. Emeritus faculty may not serve as regular members on a Comprehensive Examination Committee other than those on which they are serving at the moment of retirement. As a courtesy, emeritus faculty may serve as external readers, who participate in addition to the three regular committee members, but the external reader's approval is not required.

Establishing a Comprehensive Examination Committee and Arranging a Comprehensive Examination

After discussing possibilities with the Graduate Program Co-Director, the student contacts the three faculty members to serve on the Comprehensive Examination Committee. Once the student has received agreement from the faculty members to serve on the committee, the student must notify the Graduate Program Co-Director who will work with the student to set up the examination.

Comprehensive Examinations may be taken at the Missouri State University Testing Center or, if it is not possible for the student to come to campus, at a testing center of their choice. The student should arrange the details with the Graduate Program Co-Director.

Due to the COVID-19 outbreak, the History Department is also offering the option of taking the Comprehensive Examination at home through the Blackboards system. This requires use of the Respondus/Lockdown browser, which is [free software](#) available through the university. Students wishing to complete their Comprehensive Examination through Blackboards should ensure that they have access to a compatible computer and a web camera.

Research Requirement

Non-Thesis students may fulfill the research requirement by completing three designated courses: a primary source seminar, a readings seminar, and a research seminar, earning at least a B in each. Students earning less than B in any of the designated courses may count that coursework toward the degree but not toward the research requirement. In such a situation, the student must take or retake seminars approved by the Graduate Program Director until the B standard is met.

Upon completing the research seminar, the professor under whom the student has completed their research paper will submit the paper and a seminar report to the History Department. The

History Department will submit these documents to the Graduate College at the time of graduation.

Graduate College Graduation Application

At the beginning of the semester in which the student intends to graduate, the student must submit the Graduation Application, available through the student's university account (my.missouristate.edu) account by the due date specified on the [Graduate College calendar](#). After auditing the student's status, the Graduate College will send both the student and the Graduate Director a Graduation Degree Check form. This reports the student's progress in the following categories: change of degree program; transfer credit; incomplete grades; research requirements; Comprehensive Examinations. Any difficulties must be resolved prior to graduation.

Summary

- Students should arrange their Comprehensive Examination either after they have completed their coursework or in their final semester of study. Students should also ensure that they have met the necessary research requirements.
- Students should contact the Graduate Program Co-Director stating their intent to graduate and apply to graduate through the Graduate College
- Students should contact the faculty members they wish to serve on their Comprehensive Examination Committee and inform the Graduate Program Co-Director.
- Students should arrange with the Graduate Program Co-Director the details of their Comprehensive Examination.

The Graduation Procedures: MA History Thesis Option

Comprehensive Examinations

Students take a written Comprehensive Examination upon the completion of their coursework, or during their last semester of coursework. The course HST 799 is an exception to this policy. Students writing a thesis do not need to complete their six hours of HST 799 before taking the Comprehensive Examination. Therefore, the Comprehensive Examination and the Thesis Defense (see below) do not have to be completed in the same semester, although both must be completed before graduation.

The Comprehensive Examination will consist of three sections (each one lasting one hour and fifteen minutes), and will require students to answer questions provided by three faculty members, including their thesis advisor.

During their time in the program, students should anticipate and plan for the comprehensive exam by identifying the three faculty members that they would like to constitute their Comprehensive Examination Committee. All committee members should clearly establish, upon agreeing to sit on a student's committee, the material on which the student will be tested. Some faculty may also provide a reading list or list of possible questions to prepare. It is the student's responsibility to save their readings and notes from the courses they take, in order to be able to review and prepare for their Comprehensive Examination. The student is responsible for scheduling the date of their Comprehensive Examination in coordination with the Graduate Program Co-Director, (Dr. Sarah Panzer).

Committee members award the written exam a grade of either Pass or Not Pass. Students will be informed in a timely manner whether or not they have passed their written exam. If a student does not pass one or more sections of their written exam, they will be able to retake the section(s) that they did not pass during the following semester.

Students wishing to complete their Comprehensive Examination should contact the Graduate Program Co-Director in order to establish a Comprehensive Examination Committee. Students intending to graduate should also apply to graduate through the Graduate College for the semester in which they plan to graduate. However, students must also successfully complete and defend their thesis in order to be eligible to graduate (see below).

Comprehensive Examination Committee

Comprehensive Examination Committee consist of three professors from whom the student has taken classes. This must include the student's thesis advisor. The requirements regarding the makeup of the committee will vary depending to the student's track of study.

Global Area Studies Track

For students following the Global Area Studies Track, the Comprehensive Examination Committee consists of two members of faculty specializing in World History/Area studies. The third member of the committee may be any faculty from whom the student has taken classes and who is eligible to serve on a Comprehensive Examination Committee. This includes eligible faculty

from outside the History Department. Thesis students **MUST** include their thesis advisor on this committee.

American Studies Track

For students following the American Studies track, the Comprehensive Examination Committee consists of two members of faculty specializing in US history and/or American Studies. The third member of the committee may be any faculty from whom the student has taken classes and who is eligible to serve on a Comprehensive Examination Committee. This includes eligible faculty from outside the History Department. Thesis students **MUST** include their thesis advisor on this committee.

US and World Track

For students following the Global Area Studies or the US and World tracks, the Comprehensive Examination Committee consists of one member of faculty specializing in US History and/or American Studies and one member of faculty specializing in World History/Area studies. The third member of the committee may be any faculty from whom the student has taken classes and who is eligible to serve on a Comprehensive Examination Committee. This includes eligible faculty from outside the History Department. Thesis students **MUST** include their thesis advisor on this committee.

General Requirements

Lecturers and per-course faculty may not serve on Comprehensive Examination Committees. Emeritus faculty may not serve as regular members on a Comprehensive Examination Committee other than those on which they are serving at the moment of retirement. As a courtesy, emeritus faculty may serve as external readers, who participate in addition to the three regular committee members, but the external reader's approval is not required.

Establishing a Comprehensive Examination Committee and Arranging a Comprehensive Examination

After discussing possibilities with the Graduate Program Co-Director, the student contacts the three faculty members to serve on the Comprehensive Examination Committee. Once the student has received agreement from the faculty members to serve on the committee, the student must notify the Graduate Program Co-Director who will work with the student to set up the examination.

Comprehensive Examinations may be taken at the Missouri State University Testing Center or, if it is not possible for the student to come to campus, at a testing center of their choice. The student should arrange the details with the Graduate Program Co-Director.

Due to the COVID-19 outbreak, the History Department is also offering the option of taking the Comprehensive Examination at home through the Blackboards system. This requires use of the Respondus/Lockdown browser, which is [free software](#) available through the university. Students wishing to complete their Comprehensive Examination through Blackboards should ensure that they have access to a compatible computer and a web camera.

The Research Requirement

For thesis students, the Comprehensive Examination Committee also serves as the Thesis Committee. The thesis advisor serves as the chair of the Thesis Committee. Students must successfully conduct an oral defense of their thesis with their Thesis Committee and submit their thesis to the Graduate College in order to graduate.

Students who have complete their six hours of HST 799 should consult with their thesis advisor regarding the defense and submission of their thesis. Upon agreement with their thesis advisor, the student should move forward with arranging an oral defense of their thesis.

Thesis Defense

Students who have completed a thesis should submit copies of it to all of their committee members at least three weeks before they hope to schedule their thesis defense. The thesis advisor works with the student to schedule a date, time, and format (face-to-face vs. online) for their defense. The defense lasts approximately one hour, during which the student responds to questions from the committee about their research and project. All three committee members must approve the thesis. If the student has an external reader (i.e., non-MSU faculty), that person may participate but does not vote.

Thesis Submission

Upon the successful completion of a thesis defense, the student must submit their thesis along with the relevant paperwork to the Graduate College. Information on thesis submission as well as other requirements can be found on the Graduate College [Thesis Resources](#) page. The Thesis Resources page includes a self-enrollment Blackboards course (Thesis-001) that students must complete. This includes information pertaining to the process of thesis submission as well as a number of forms that should be signed by the Thesis Committee that need to be submitted along with the thesis.

Students should enroll in this course before they complete their thesis defense and should provide the Thesis Committee Chair with the relevant paperwork found in the Thesis-001 course. Once students have successfully completed their thesis defense, it is their responsibility to ensure that they complete the necessary Graduate College requirements pertaining to thesis submission in order to avoid any delay in graduation.

Graduate College Graduation Application

At the beginning of the semester in which the student intends to graduate, the student must submit the Graduation Application, available through the student's university account (my.missouristate.edu) by the due date specified on the [Graduate College calendar](#). After auditing the student's status, the Graduate College will send both the student and the Graduate Director a Graduation Degree Check form. This reports the student's progress in the following categories: change of degree program; transfer credit; incomplete grades; research requirements; Comprehensive Examinations. Any difficulties must be resolved prior to graduation.

Summary

- Students should arrange their Comprehensive Examination either after they have completed their coursework or in their final semester of study. Students do not have to have completed six hours of HST 799 in order take their Comprehensive Examination.

- Students should contact the Graduate Program Co-Director stating their intent to take their Comprehensive Examination.
- Students should contact the faculty members they wish to serve on their Comprehensive Examination Committee and inform the Graduate Program Co-Director. The Comprehensive Examination Committee **MUST** include the thesis advisor.
- Students should arrange with the Graduate Program Co-Director the details of their Comprehensive Examination.
- The Comprehensive Examination Committee will also serve as the Thesis Committee. The thesis advisor will serve as the Chair of the Thesis Committee. Once the thesis is complete, the student will submit copies of the thesis to all members of the Thesis Committee and arrange with the chair of the Committee for an oral defense.
- The students must complete the Blackboards (Thesis-001) course in order to submit their thesis. Submission must be complete before graduation.
- Student must apply to graduate through the Graduate College in the semester they plan to graduate. In order to be eligible for graduation, they must have successfully completed their Comprehensive Examination, Thesis Defense, and submitted their thesis to the Graduate College.

Certificate Completion Procedures: History for Teachers Certificate

Graduation Application

At the beginning of the semester in which the student intends to complete their certificate coursework, the student must submit the Graduation Application, available on the Graduate College webpage, by the due date specified on the Graduate College calendar.

History MA Program Blackboards Page

Students should ensure that they enroll in the “History MA Program” Blackboards page. This is a self-enrollment course. In order to enroll students should follow these steps:

- 1) Log into My Missouri State (my.missouristate.edu) using your user id (e.g. abc123) and password.
- 2) Launch Blackboard by clicking on the Blackboard link on the my.missouristate.edu page. (If prompted, type your user id and password again.)
- 3) On the Blackboard page that loads, click the Courses tab.
- 4) In the Course Search fillable box, type “History MA Program”, and then click Go.
- 5) On the results page that loads, hover your cursor over the Course ID “History MA Program”, click on the arrow that appears to the right of this Course ID title, and then click Enroll. On the Self-Enrollment page, click either of the Submit buttons
- 6) The confirmation appears on the page, but you must click OK to finish.
- 7) Now, you should see the “History MA Program” course listed among your Blackboard courses.

