

MASTER OF ARTS
History Major

GRADUATE STUDENT HANDBOOK

ASSEMBLED BY
Graduate Director and Director of Public History
Department of History
Middle Tennessee State University
Revised and in effect Spring 2020

*THE DEPARTMENTAL POLICIES AND GUIDELINES DESCRIBED IN THIS
HANDBOOK SUPPLEMENT UNIVERSITY POLICIES AND ACADEMIC
REGULATIONS, AS ARTICULATED IN THE GRADUATE CATALOG.*

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**FORMS AND GUIDELINES: SUBMIT ALL FORMS TO THE
HISTORY DEPARTMENT - GRADUATE PROGRAMS
EXECUTIVE AIDE**

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1. CORE COURSES

These two courses are required for all students seeking a Master of Arts degree from the History Department. They are designed to introduce essential concepts and methods in scholarship as practiced by professional historians.

A. History 6010: Historiography

This course introduces graduate students to the historical development of the discipline of history. Students learn about the development of the historical profession, the different schools of historical thought, and the theoretical debates that underpin them. Students are advised to take HIST 6010 during the first semester of enrollment in the graduate program.

B. History 6020: Historical Research Methods

This course introduces graduate students to the techniques and standards of research as practiced by professional historians. Students will learn about the development of research topics, the use of sources, standards of historical evidence, styles and standards of scholarly writing, and the process of publication in professional outlets. Students are advised to take History 6020 during their second semester of enrollment in the graduate program.

2. SELECTION OF A MAJOR FIELD AND ADVISOR

Graduate students must choose their major field within the first 12 hours of graduate history coursework, preferably during the first semester. The History Department offers two major fields to graduate students pursuing an M.A. in History with a History Major (Traditional MA): American History and European History. Students will take the majority of their coursework in their major field (see "Coursework" below). Students who choose the non-Thesis Option will not have a major field advisor.

5000-level courses do not count towards a graduate degree. Students may count no more than three hours of Selected Studies courses (6910 or 6920) toward their degree.

A. Non-Thesis Option

Students who are pursuing the Non-Thesis Option choose a major field but not an advisor; the Graduate Director will serve as the advisor for these students. The Graduate Director will help prepare non-thesis students for their comprehensive exams.

B. Thesis Option

For students pursuing the Thesis Option the major field is the general area of intellectual and research interest on which the MA thesis will focus. The major field advisor will serve as director of the thesis. Students should select a major field advisor within the first 12 hours of coursework. Students may change their major field advisor if necessary. Thesis students do not take comprehensive exams.

3. FOREIGN LANGUAGE/PROFESSIONAL SKILL SET REQUIREMENT

Before filing an Advising Form with the College of Graduate Studies, students must elect to satisfy the foreign language/professional skill requirement by choosing one of the following options:

(Option 1) Demonstrate reading proficiency in a foreign language for research purposes by passing the specific proficiency examination administered by the Foreign Languages and Literature Department. You can also demonstrate proficiency by earning a grade of A or B in GERM 5990, FREN 5990, SPAN 5920, or an approved course designed to develop proficiency in a foreign language for research purposes.

(Option 2) Complete one of the following professional development courses: HIST 6190 State and Local History, HIST 6225 Oral History Theory and Methodology, HIST 6450 Digital Tools for Historians, HIST 6530 Administration of Historical Organizations, HIST 6550 American Material Culture, HIST 6551 American Architectural History, and HIST 6555 Archaeology and Public History. Courses outside the history department may also be considered, with the written approval of the graduate director. [Note: a course used to satisfy the professional skill requirement may not also be counted toward meeting another degree requirement.]

A copy of the Foreign Language/Professional Skill Requirement Completion Form is attached to this handbook.

4. COURSEWORK -- THESIS OPTION

Beyond the two core History courses, students who write a thesis will choose 21 hours of courses from the History Department's graduate course offerings.

All courses **must** be taken at the 6000 level. Students may count no more than three hours of Selected Studies courses (6910 or 6920) towards their degree.

A. Major Field

12-15 hours of courses must be completed in the major field (American or European History).

B. Non-Major Field Electives

6-9 hours of courses must be taken from offerings OUTSIDE the major field – e.g., if the major field is American History, these courses must be either European or Global History. Consult the Graduate Director to determine the geographic designation of graduate classes.

5. COURSEWORK -- NON-THESIS OPTION

Students who choose not to write a thesis will choose 27 hours from the Department's graduate course offerings, in addition to the two core courses. All courses **must** be taken at the 6000 level. Students may count no more than three hours of Selected Studies courses (6910 or 6920) towards their degree.

A. Major Field

15 hours of courses must be completed in the major field (American or European History). 3 of these hours MUST be a graduate research seminar in the student's major field (HIST 6105 Seminar: Research in American History, or HIST 6205 Seminar: Research in European History).

B. Non-Major Field Electives

9 hours of courses must be taken from offerings OUTSIDE the major field – e.g., if the major field is American History, these courses must be either European or Global History. Consult with the Graduate Director to determine the geographic designation of graduate classes.

C. Research Seminar Elective

3 hours of coursework must be taken in a graduate research seminar in any field (HIST 6105 Seminar: Research in American History, HIST 6205 Seminar: Research in European History, or HIST 6305 Seminar: Research in Global History).

6. SUMMARY OF COURSE REQUIREMENTS

Thesis Option

Students must complete at least 30 hours of course work at the 6000 level.

a. Core History Courses (6 hours) HIST 6010 Historiography
HIST 6020 Historical Research Methods

b. Major Field (12-15 hours)
Four or five 6000-level courses in a major field, American or European history.

c. History Electives (6-9 hours)
Two or three 6000-level courses outside the major field.

d. Thesis Research (3 hours)
HIST 6640 Thesis Research

Non-Thesis Option

Students must complete at least 33 hours of course work at the 6000 level.

a. Core History Courses (6 hours) HIST 6010 Historiography
HIST 6020 Historical Research Methods

b. Major Field (15 hours)
Five 6000-level courses in a major field, American or European history. One of these courses must be a research seminar.

c. History Electives (9 hours)
Three 6000-level courses outside the major field.

d. Research Seminar Elective (3 hours)
one research seminar in any field.

7. MAINTAINING SATISFACTORY PROGRESS

MA students must complete their degrees within six years (12 semesters) of entering the program. The History Department policies and procedures for assuring that graduate students maintain satisfactory progress toward the completion of degree requirements are as follows:

A. Grade Requirements

M.A. students are expected to make satisfactory progress toward completing degree requirements. The university defines satisfactory progress as maintaining a minimum grade point average of 3.00 in all graduate work completed at MTSU as well as in the major. Six semester hours of C grade (C+, C, or C-) coursework may be applied toward a master's degree, but no grade below C- may be applied toward a degree. All grades are included in calculating the cumulative GPA. Consult the graduate catalog for academic regulations on probation and suspension.

B. Intervention Committee

If a student receives a C+ or lower grade in any course used to satisfy M.A. degree requirements, the Graduate Director may create an intervention committee composed of the Graduate Director and the student's thesis advisor and reader (or two members of the graduate faculty if such individuals have not yet been chosen or if the student is pursuing the Non-Thesis Option). This committee will meet with the student to ascertain the reasons for the C+ or lower grade and will determine what remedies need to be taken.

8. ADVISING FORM

The Graduate College requires students to complete an Advising Form. Students must submit this form before registering for their first semester of graduate work. (Note: Students wishing to change from a Thesis Option to a Non-Thesis Option degree must file a Revision Form).

Advising and Revision Forms are available from the College of Graduate Studies website in the "Forms" section under "Forms for Current Graduate Students."

9. COMPREHENSIVE EXAMINATIONS FOR NON-THESIS OPTION

The comprehensive exam is intended to review the entire graduate career. Non-thesis students should therefore save notes, syllabi, papers, and other class materials from each class that they take so that they may use this material to study. They should be able to describe and analyze the arguments and evidence from each book or article they have read. In addition, they should be able to discuss how each historical work fits into a larger body of historiography.

A. Scheduling

Comprehensive exams will be given once per semester. Written exams will usually be given three weeks before examination results are due to the College of Graduate Studies.

B. Examination subcommittee

Written questions will be developed by the two-person examination subcommittee of the graduate committee. The examination subcommittee will evaluate the written exams and may consult faculty specialists in relevant subfields, if they decide it is necessary. Members of the examination committee may divide evaluation duties among themselves as they see fit (e.g., each member grades one question, both members grade both questions, etc.). The examination subcommittee will also conduct the oral exam.

C. Format and Scope of Written Exam

The written examination will consist of two (2) questions and will cover all of a student's coursework. It will be a take-home examination in which students may consult notes and other materials. Students must adhere to the university's academic integrity policies, which prohibit plagiarism, cheating, and fabrication. Students must not consult online sources other than those which may have been assigned in their courses, and all ideas and analysis must be the student's own. Instances of academic misconduct will be reported to the Director of Academic Integrity and may lead to dismissal from the program.

Students will be given the questions at 9:00am on the day of the examination and have twenty-four (24) hours to complete both questions. Responses must be submitted via email to both members of the examination subcommittee by 9:00am the following day, unless otherwise directed. Late responses will not be accepted.

The total length of both examination essays should be 4000-5000 words of text (e.g., 2000-2500 words per essay). They must be footnoted in Chicago/Turabian style. Footnotes do not contribute toward the word count.

For each question, students must draw upon material from at least three courses taken in their MA program at MTSU (the same courses may be discussed in both answers).

D. Evaluation Criteria for Written Exam

Written questions will require the student to demonstrate the following:

- 1) An ability to recognize and analyze how historical and interdisciplinary theory informed the historical literature they have read.
- 2) An ability to synthesize the historical literature they have read, identifying the major debates and conclusions of scholars publishing in their field(s).
- 3) An ability to analyze the primary-source material used by scholars they have read.

- 4) An ability to discuss how the understanding they have gained in their coursework of theory, historiography, and primary sources informed their own original research (in HIST 6020 and their research seminars).
- 5) An ability to write an organized essay with a clear argument and organizational structure that is free of major spelling, grammatical, and factual errors.

Each section of the written examination will receive a grade of pass or fail. If a student fails any section of the exam they will be allowed one retake, with different question(s). Failure a second time on any section of the written exam terminates a student's participation in the program. The retake must be scheduled sufficiently in advance to allow the student adequate time for preparation. All written exams, whether passed or failed, are to be placed in the student's permanent file along with the signed examination report.

E. Sample written questions:

Questions will be drawn from the comprehensive examination test bank and tailored to suit a student's program of study. The following sample questions are from the test bank:

- 1) In the recent past, what have been the major trends and key interpretative shifts in scholarship in the literature you have read for your courses? What might be future avenues for exploration? Indicate specific gaps in the current scholarship in terms of themes, methodologies, and sources. Within reason, you can define "recent past" in a manner relevant to your particular topic.
- 2) How have historians justified the importance of studying the literature you have read for your courses for understanding broader historical questions? For example, how has the literature you have read for your courses impacted our understanding of bigger themes in American/European/Global history during this period?
- 3) Cultural history challenges historians to incorporate interdisciplinary theory in understanding the past. Account for the impact of theory in the literature you have read for your courses. What specific theories have historians employed to frame their historical analysis, and how successful are these approaches?

F. Oral examination

The oral examination will be held only after the student has passed the written examination in its entirety. It will be conducted by the examination subcommittee, who may invite other faculty specialists in the student's area of study to attend. This may result in an oral exam committee of more than two people. All examiners are expected to be present at oral exams, although participation by video or telephone conference is acceptable if an examiner cannot be there in person. If an examiner cannot be present, the oral exam can also proceed with a substitute examiner, as long as the other examiner and the student agree. A student who fails the oral exam may retake it one time, but the composition of the examination committee may change if the original examiners have scheduling conflicts. Failure a second time terminates a student's participation in the program.

10. THESIS

To complete the Thesis Option for the M.A. degree in History, graduate students must receive approval for, write, defend, and submit a thesis.

A. Thesis Director

The student should find a faculty member with the appropriate expertise to serve as Thesis Director. In most cases, this professor will have been the student's Major Field Advisor, but changes can be made. The student should continue to work closely with the Thesis Director as they research and draft the thesis. The student should complete the Advisory Committee Form to notify the College of Graduate Studies they have selected a Thesis Committee. The Advisory Committee Form can be found on the College of Graduate Studies website in the "Forms" section under "Forms for Current Graduate Students."

B. HIST 6640

Students need to enroll in HIST 6640 Thesis Research with their Thesis Director. Thesis Research is graded on a Pass/Fail basis. Different faculty members have different expectations for the amount of Director-Student interaction involved in Thesis Research. Discuss expectations with your Director before enrolling. HIST 6640 is a 1 credit hour class, but students can enroll in up to 3 hours of 6640 per semester. M.A. students must complete 3 hours of 6640 in order to graduate. Remember, you must be enrolled in at least 1 hour of classes the semester you intend to graduate, so plan your schedule accordingly.

C. Thesis Guidelines

The Department of History has detailed expectations for the scope, content, style, and format of Master's Theses.

The College of Graduate Studies has additional guidelines for Master's Theses. Most of them are technical, relating to format and hard copy submission. These guidelines are mainly found in the Thesis/Dissertation Checklist, which must be filed along with the finished thesis.

A copy of the Department's current guidelines is appended to this handbook.

College of Graduate Studies Thesis/Dissertation Guidelines and forms are available at: <https://mtsu.edu/graduate/student/thesis.php>

11. THESIS PROPOSAL

Students pursuing the Thesis Option must complete a thesis proposal and submit it to the chair of their thesis committee the semester before defending their thesis. The student must defend the thesis proposal at least one semester before the thesis is submitted. Committee members will not sign the Thesis Proposal Acceptance form without a successful defense of the proposal. The thesis proposal should conform to the following guidelines:

Title Page: All thesis proposals must include a preliminary thesis title.

Introduction: In one paragraph, describe the topic to be studied.

Research question(s) and thesis statement: Clearly articulate the research questions to be explored and a preliminary statement of your argument.

Historiography: Identify the body of historical scholarship that informs your approach and discuss the historiographic significance of your topic.

Scope and approach: Identify and discuss the primary sources you plan to use. Also discuss the research methods, theoretical or analytical approaches, and the geographical or temporal scope of your investigation.

Structure: Explain the basis on which you plan to organize your thesis. Provide preliminary outline (as detailed as possible) of chapter divisions and contents. Estimate the length of your thesis, excluding appendices and bibliography. The History Department expects that the narrative (i.e. the text, excluding appendices and bibliography) will be between 80 – 100 pp. in length and contain at least three chapters.

Timeline: Include a work schedule for completing research and writing.

Bibliography: Append a working bibliography of primary and secondary sources that demonstrate an awareness of the broader historical context in which the thesis topic will be developed.

IRB approval (if needed): If the student's thesis research will involve oral history, the thesis proposal must also include any and all documentation required by the MTSU Institutional Review Board. For current regulations and protocol, see the Office of Compliance website: <http://www.mtsu.edu/irb/>

The thesis proposal must be an essay of sufficient length (approx. 7-8 pages, exclusive of the bibliography) to convey research and writing plans to the readers. All proposals MUST specify a tentative title for the thesis and MUST have attached a full working bibliography of primary and secondary sources for the proposed topic prepared in standard form and format according to the guidelines in Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, most recent edition.

The student will submit a copy of the proposal to all members of their committee, and that committee will question the student on the proposal and make suggestions for appropriate revisions.

Note: Thesis proposals are research plans and are subject to alteration as investigation and consideration of the research material proceeds.

When the committee approves a version of the proposal, the student will present a copy to the Graduate Director for review and placement in the student's file along with a copy of the Thesis Proposal Acceptance form (appended to this handbook).

E. Thesis Defense

Theses must be defended prior to final submission to the College of Graduate Studies. Thesis defenses must be held at least two weeks prior to the submission date set by the College of Graduate Studies (available on their website). All members of a student's thesis committee must receive a copy of the thesis prior to the defense date and with enough time to read and evaluate the thesis beforehand (two weeks is ideal). All members of the thesis committee must be present for the defense, although in extenuating circumstances a committee member may attend via video or telephone conference. If a committee member is unable to attend in person or remotely, the Director of Graduate Studies may appoint a substitute. Thesis defenses last at least an hour.

At the conclusion of the defense, the committee may decide either to accept the thesis as-is, to accept the thesis pending revisions, or to decline to accept the thesis. If revisions are required, the student must submit the revised thesis to the committee members for final approval before submitting it to the College of Graduate Studies. Committee members will not sign off on a thesis until they are satisfied with the revisions. If the committee declines to accept the thesis, the student has failed their defense. The student may schedule **no more than one** additional defense date for a later semester; if the student fails the defense a second time, their participation in the program will be terminated.

F. Signatures

Students must obtain the approval of their Thesis Director and additional reader(s) before submitting the thesis to the Chair of the Department for signature. These approvals are indicated by signatures on a Thesis Cover Sheet. All departmental signatures must be obtained before a thesis is submitted to the College of Graduate Studies.

A sample cover sheet is appended to this handbook.

G. Deadlines

The College of Graduate Studies maintains deadlines for the submission of completed, signed theses for graduation. Check the College of Graduate Studies website for those dates. HOWEVER, remember that your Director and second reader must read your thesis prior to the defense, and you must complete all revisions and put the thesis in proper format before submitting the final copy to Graduate Studies. For this reason, it is important to schedule your defense at least two weeks before the Graduate Studies submission deadline.

Graduate Student Academic Calendar: <http://www.mtsu.edu/graduate/student/calendar.php>

12. GRADUATION PROCESS/PAPERWORK

A. Intent to Graduate Form

At the beginning of the semester in which a student intends to graduate, they must submit an Intent to Graduate Form to the College of Graduate Studies. Check the website of the College of Graduate Studies for deadlines.

The Intent to Graduate Form is available on the College of Graduate Studies website in the "Forms" section under "Forms for Current Graduate Students."

B. Graduation

Middle Tennessee State University has three graduation ceremonies each academic year – August, December, and May. All details concerning graduation are handled through the College of Graduate Studies.

Current graduation information and procedures are available on the College of Graduate Studies website.

13. SELECTED STUDIES COURSE REQUEST PROCESS

All students who wish to take a selected studies class (6910 or 6920) must submit a memo to the Director of Graduate Studies that identifies the topic of the course and lists the assigned books. Students must also attach an email or letter from the faculty member verifying that they have agreed to teach the course. This information must be submitted before the first day of class.

14. DISTANCE LEARNING POLICY

Students are expected to be present on campus for most of their degree program. However, a limited number of courses offered by the department have a remote instruction option. Enrollment in these courses will only be permitted in special circumstances. Students wishing to take a course in this manner must have permission of both the instructor and Director of Graduate Studies.

FOREIGN LANGUAGE / RESEARCH SKILL COMPLETION FORM

Department of History

Middle Tennessee State University

Student Name _____

Student M Number _____

Check One:

_____ A. Foreign Language Option

Language _____

Attach documentation from the MTSU Department of Foreign Languages noting a passing score on the selected translation exam.

NOTE: Foreign Languages not tested at MTSU must be tested by a translation test administered by a professional approved by a graduate director.

_____ B. Research Skill Option

Pre-approved MTSU Course

Completed: _____ Grade: _____

Graduate Director

Date

REPORT OF M.A. COMPREHENSIVE EXAMINATION

Department of History

Middle Tennessee State University

Student Name and M# _____

Date _____

Written Examination Question 1: P F

Written Examination Question 2: P F

Oral Examination: P F

We report that this student (check one):

_____ has successfully completed the examination.

_____ will have to retake portions of the examination indicated by the failing grade(s) above.

_____ has failed all retakes and will be terminated from the program.

Signatures of examination subcommittee:

Examiner 1: _____

Examiner 2: _____

Examiner 3 (if any): _____

Examiner 4 (if any): _____

THESIS PROPOSAL ACCEPTANCE FORM
Department of History
Middle Tennessee State University

Thesis Title: _____

Student Name _____

Student M Number _____

Thesis Director _____

Second Reader _____

Date _____

Estimated Thesis
Completion Date _____

M.A. THESIS GUIDELINES

Department of History
Middle Tennessee State University

In addition to the general thesis and dissertation guidelines issued by the Graduate Office, the Department has the following guidelines which apply specifically to theses and dissertations in history. Please familiarize yourself with the rules and work out ambiguities and questions with your director early in the composition process. Assume that your early chapter drafts should be submitted to your director with proper footnote/endnote citations and in the proper page format. Furthermore, it is highly recommended that you double-check questions regarding format with the Director of Graduate Studies and/or the Graduate Office. Finally, feel free to submit sample pages, notes, photograph set-ups and the like both to your director and the Graduate Office.

1. Responsibilities of students, directors, and readers: Students are responsible for submitting the thesis in the proper format, proofreading the copy, and taking the initiative to work out with the thesis/dissertation director and the Graduate Office any problems or questions regarding text, notes, citations, photos, etc. Thesis directors are there primarily to assist students with the process of composition: strategies of chapter presentation and organization, narrative rhetoric, and the issues of logic and analysis. Although directors should certainly help with any problems or questions about format, it is not their job to set up the thesis for the student, or to act as line by line copyeditors.

The above having been said, thesis directors are likewise responsible for double-checking the student's project to make sure all is in order before it goes to the Chair of the Department for signing. Responsible thesis directing means making sure that the student has submitted the project in proper format. The Graduate Office will not accept a thesis without the Chair's signature.

Thesis directors should work together with their second readers to ensure the successful completion of the student's thesis. Directors and readers should feel free to work out in their own way the particulars of how they will direct their student's work project, but they should establish these particulars at the time the student turns in their thesis proposal. This is best done in a meeting where all the parties are present. This way, details and potential misunderstandings can be worked out face to face beforehand. At a minimum, thesis directors, and dissertation directors too, are to ensure that drafts are submitted to second readers in a timely manner. It is the director's responsibility to provide the readers with full opportunity to fulfill their own responsibilities in a professional manner.

Second and other readers of theses and dissertations are responsible to review the student's project to see that it conforms to acceptable standards of logical argument as defined by the historical discipline. The second readers bear no responsibility for proofreading the student's project for mistakes in format or style, although they may certainly take notice of errors and suggest corrections. Moreover, second readers are not obligated to sign any thesis or

dissertation that is sloppily composed or improperly formatted. The Department Chair, moreover, is not obligated to read any thesis/dissertation that second readers have not signed.

2. Length and purpose of a thesis: The thesis is an opportunity for the student to demonstrate that they can conduct intelligent independent research from an historical perspective. For this purpose, an 80-100-page thesis is sufficient so long as it sustains one continuous argument subdivided into chapters, and so long as it provides an interpretation of secondary and primary sources.

3. Style manuals: The history department's manual of choice is Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, most recent edition, or, in certain situations, the *Chicago Manual of Style*. Students are advised to use the style manual for all work submitted in graduate school - - book reviews, critical essays, seminar papers - - so that the forms and formatting become second nature before the thesis project begins.

4. Endnotes/Footnotes: Students may use either footnotes (notes at the bottom of each page of the text) or endnotes. Endnotes, if used, must be placed at the end of each chapter (the introduction, if there is one, is counted as a chapter). Whether using footnotes or endnotes, each source cited must receive a first full reference citation the first time it is cited in a chapter. For subsequent references to the source in the chapter the student may use the second reference according to the style manual.

5. Bibliography: Bibliographies must be subdivided according to primary and secondary sources. Finer categorizations may be made (for example, newspapers, manuscript correspondence, etc.) depending upon the nature of the project. Students should consult their director on this issue. Bibliographies indicate the sources used to compose the thesis/dissertation.

6. Order of Arrangement: Use the order of arrangement provided by the Graduate Office guidelines. Use the pagination and numbering system cited in the example attached to these guidelines. In fact, Graduate Office guidelines, which may be subject to periodic change, always take precedence over *Turabian* or *Chicago Manual of Style*

7. Deadlines: The College of Graduate Studies maintains deadlines for the submission of theses on their website. It is your responsibility to ensure that the thesis defense is scheduled with sufficient time to undertake necessary revisions and secure the signatures of the thesis director, second reader(s), and History Department Chair before it is sent to the College of Graduate Studies.

8. Master's Thesis Timetable

a) As required by departmental guidelines, you need to declare your thesis field sometime within your first 12 hours of graduate history courses and have arranged with the Director of Graduate Studies and, where applicable, the Public History Director, for the appointment of a field director and reader

- b) Within your first academic year (normally a fall and spring semester), seriously explore possible topics so that you can use your first summer semester to read secondary works and examine possible primary sources (maybe aim to complete 80% of your primary research here)
- c) By the semester before you defend your thesis, you must, according to departmental guidelines, submit a formal thesis proposal to your thesis director and second reader (the proposal requires signatures from the director and second reader, and is developed according to a form established by the Department - - see the Graduate Director for details)
- d) Keep constantly in contact with your thesis director during the entire process of composition of the thesis. Assume that it will take six months beyond the proposal defense to compose your thesis
- e) Work by the rule of thumb that your thesis must be complete and in the hands of your committee members about a month before the College of Graduate Studies submission deadline.
- f) Schedule your defense at least two weeks before the College of Graduate Studies submission deadline. This will ensure that you have plenty of time to conduct any necessary revisions and submit the final draft to your committee members prior to formal submission.
- g) Submit your completed and approved thesis to the Department Chair for signing. Also provide an electronic copy of the completed thesis to the History Department's executive aide for graduate programs.

9. Graduate Office Procedures for Master's theses: After your thesis has been signed by your thesis director, second reader, and the Department Chair, it goes to the Graduate Office. The procedure works as follows:

- a) When the student has made the corrections suggested by the thesis director, second reader, and Department Chair (note, the Department Chair will not sign the thesis until all these corrections are made), the student should take one completed, corrected copy of the thesis to the Graduate Office. The deadline for submission to the Graduate School is posted each semester on the Graduate Studies website. This copy must include the signature page, thesis abstract, title and table of contents pages, acknowledgements (optional), body of the thesis, notes, appendices (if applicable), and bibliography.
- b) The Dean of the Graduate School will read the completed thesis and make their own suggestions for corrections. Once read, the Dean will send a letter to the student, thesis director, Department Chair, and Director of Graduate Studies notifying these persons of their right to accept or reject a thesis. Note: the Dean's signature is required on the thesis, and they have every right to refuse to accept a project if they deem it beneath Graduate School standards.
- c) Once the letter of acceptance from the Dean is received, the student must then produce

three additional copies of the thesis. Each copy should be placed in a large envelope, with the components of each copy in proper order ready for binding. On each envelope the student should type or print the title of the thesis, the author's full name, the expected graduation date (19F, say), and the number of the copy. If the student has used a typist, that person's name and telephone number should appear on the envelope.

10. Abstract: The abstract summarizes the content and argument of the thesis/dissertation for scholars working in the discipline, providing them information to decide whether or not they wish to read the complete work. In history, abstracts should include a brief statement of the intellectual/historical issue(s) explored in the original research, a brief description of the sources used, and a summary of the major argument presented. Thesis abstracts should not exceed 150 words; dissertation abstracts should not exceed 350 words.

[Thesis Title goes here: begin
subtitle on second line]

[your name
here]

Approved:

Dr. [type name]
Major Professor

Dr. [type name]
Reader

Dr. [type name]
Chair, History Department

Dr. [type name]
College of Graduate Studies