



# GRADUATE HANDBOOK

*The online version of the Graduate Handbook represents the most current version of the requirements for the degree programs of the Department of History. Students are encouraged to check the site frequently for up-to-date information.*

[go.wayne.edu/historygrads](https://go.wayne.edu/historygrads)

2022-2023



Department of History

## Welcome to the WSU History Department

Wayne State University (WSU), a nationally ranked research university located in Detroit, Michigan, is one of fifteen institutions of higher learning that serve a diverse urban population and have a specifically urban mission. The History department's graduate program focuses on American history and the history of early modern and modern Europe, with supporting fields in World, African, and Latin American history and a core of topical specializations, including labor and urban history, citizenship studies, women's and gender history, and the history of science and technology. We offer training in public history and archival administration, access to world-class archival repositories and cultural institutions devoted to historical study, and opportunities for a wide range of internships.

We award three graduate degrees and one graduate certificate: the Master of Arts (MA) in History, the Master of Arts in Public History (MAPH), the Doctor of Philosophy (PhD) in History, and the Bridge Certificate in World History. We also offer joint degrees in history and library and information science (MA/MLIS), public history and library and information science (MAPH/MLIS), and history and law (MA/JD).

Graduate education in history serves several audiences. Advanced degrees in history can help prepare students for diverse careers such as teaching positions at the secondary, community college, or university levels; government research positions; management of archival resources or historical agencies; and museums and other public history careers. Our graduate programs also provide sufficient flexibility to serve the needs of students with career goals where an understanding of history is crucial (such as law or journalism) or useful (such as banking, criminal justice, social work, research, public policy, or publishing) or those who simply have an avocational interest in acquiring an advanced knowledge of history.

General responsibility for supervising the graduate programs within the department falls upon its Graduate Committee, whose chair serves as the Director of Graduate Studies (DGS). The DGS administers the programs with the authority to enforce the degree and program requirements of the department, the college, and the university, and to approve satisfactory completion of those requirements. All graduate students are expected to familiarize themselves with the rules and regulations in this handbook and the [Graduate Bulletin](#).

On behalf of the department, we are delighted to welcome you to our graduate program!

Tracy Neumann  
Director of Graduate Studies  
WSU Department of History  
Fall 2022

Karen Marrero  
Director of Graduate Studies  
WSU Department of History  
Winter 2023

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## About Us

### Department of History

Wayne State University  
3094 Faculty/Administration Building  
656 W. Kirby Ave.  
Detroit, MI 48202  
313-577-2525  
[clas.wayne.edu/history](http://clas.wayne.edu/history)

**Facebook**    [@HistoryAtWayne](https://www.facebook.com/HistoryAtWayne)

**Twitter**        [@HistoryAtWayne](https://twitter.com/HistoryAtWayne)

### College of Liberal Arts and Sciences (CLAS)

Wayne State University  
2155 Old Main  
Detroit, MI 48201  
313-577-2515  
[clas.wayne.edu](http://clas.wayne.edu)

### Graduate School

Wayne State University  
5057 Woodward, Suite 6300  
Detroit, MI 48202  
313-577-4723  
[gradschool.wayne.edu](http://gradschool.wayne.edu)

### Office of Graduate Admissions

Wayne State University  
5057 Woodward, Suite 6300  
Detroit, MI 4820  
313-577-4723  
[gradschool.wayne.edu/admissions](http://gradschool.wayne.edu/admissions)

### Graduate Employees Organizing Committee (GEOC)

5057 Woodward Avenue, Ste. 3301  
Detroit, MI 48202  
313-577-8162  
[geocwsu.com](http://geocwsu.com)

## History Faculty and Staff

### Department Chair

Elizabeth Faue

### Full-Time Faculty

#### [Eric H. Ash](#)

Early Modern Europe, Britain, Science and Technology, Environmental History

#### [John J. Bukowczyk](#)

United States, Immigration & Ethnic History, Race & Racism, Labor & Working-Class History, Polish-American History

#### [Jorge L. Chinae](#)

Colonial Latin America, Latin@ and Latin American Studies, Ethnohistory, Labor

#### [Reyna Esquivel-King](#)

Modern Latin America, Latin@ and Latin American Studies, and Women, Gender, and Sexuality studies

#### [Elizabeth V. Faue](#)

United States, Labor, History of Women and Gender

#### [Liette Gidlow](#)

United States, Political History, History of Women and Gender

#### [Jennifer Hart](#)

Modern Africa, Digital Humanities, Urban History, World History

#### [Carlos Hernandez](#)

Modern Mexico

### Staff

Gayle McCreedy, Academic Advisor  
Valerie Lamphear, Office Manager

#### [Hans Hummer](#)

Medieval Europe, Late Antiquity, Social History, Family and Kinship

#### [Marc W. Kruman](#)

United States, Political History, Constitutional and Legal History

#### [Janine Lanza](#)

Early Modern Europe, France, Labor, History of Women and Gender

#### [Osumaka Likaka](#)

Modern Africa, Labor, Peasant Studies

#### [Elizabeth Dorn Lublin](#)

Modern East Asia, Japan, History of Women and Gender

#### [Howard Lupovitch](#)

Modern Europe, Eastern Europe and the Habsburg Monarchy, Modern Jewish History, Urban History

#### [William Lynch](#)

History and Philosophy of Science, Biological and Cultural Evolution, Environmental History

#### [Karen Marrero](#)

Early North America, Native American, History of Women and Gender

[Tracy Neumann](#)

United States, Urban History, Public History

[Sylvia Taschka](#)

World History, Modern Europe, Germany

[Andrew I. Port](#)

Modern Europe, Germany, World History,  
Memory, Genocide

[Sandra F. Van Burkleo](#)

United States, Constitutional and Legal  
History, History of Women and Gender

[Aaron Retish](#)

Modern Europe, Russia, World History,  
Labor

[Kidada E. Williams](#)

United States, African American History,  
Violence

### **Historians in Other WSU Departments**

[David Goldberg](#), Department of African American Studies

United States, African American History, Urban History, Labor

[Jennifer Moss](#), Department of Modern and Classical Languages, Literature and Culture

Greco-Roman Egypt, Rome, Ancient Historiography

[Leonidas Pittos](#), Department of Modern and Classical Languages, Literature and Culture

Byzantium and Post-Byzantine Greece, History of Eastern Christianity



# History Graduate Student Association

The goal of the History Graduate Student Association (HGSA) is to assist in the academic and professional development of graduate students enrolled in the Department of History at Wayne State University. Working with the Director of Graduate Studies, who serves as the group's faculty liaison and academic advisor, HGSA organizes professional development workshops, fundraisers, social and educational events, and provides important service to the department. This group also acts as a support system for graduate students. HGSA has an elected executive board that meets monthly, and all students are automatically made members upon acceptance to one of the department's graduate programs. All History graduate students are strongly encouraged to get involved with HGSA!

**Facebook**    [@wsuhgsa](#)

**Twitter**    [@WaynestateHGSA](#)

**Instagram**    [@wsuhgsa](#)

## Officers

President  
D'Arcy Cook

Vice President  
John T. Popiel

Finance Chair  
D'Arcy Cook

Outreach Chair  
Aimee Shulman

Communications Chair and Secretary  
Christian Bozeman

Event Planning Chair  
Melissa Moore

## Members At-Large

Alexandrea Penn  
James McQuaid

## Campus Resources

### WSU Libraries

[WSU libraries](#) is composed of five facilities; [Purdy/Kresge](#) and the [Undergraduate Library](#) hold most of the resources relevant to History graduate students. Visit the [History LibGuide](#) and [History Research During COVID-19 LibGuide](#) to find databases and digital collections. We have our own History Librarian, [Alexandra Sarkozy](#).

### Walter P. Reuther Library & Archives

WSU is home to [the Reuther](#), the largest labor archives in North America. Its unparalleled collections document the histories of unions and labor-related organizations, urban and metropolitan Detroit, the civil rights movement in Michigan and nationally, and women's struggles in the workplace.

### History Communication Lab

The [History Communication Lab](#) (3079 FAB) seeks to support students and faculty in the work of translating historical research for public audiences. It provides workstations with software and equipment, as well as training through coursework and programming. Contact Jennifer Hart at [jennifer.hart4@wayne.edu](mailto:jennifer.hart4@wayne.edu) for access.

### Computing & Information Technology

[C&IT](#) provides technical assistance with university systems and software, including Canvas and Zoom. The C&IT website also contains downloads of university-licensed software.

### OneCard

The [OneCard office](#) is where you get your student ID and purchase campus parking passes.

### Office for Teaching & Learning (OTL)

[OTL](#) provides services to faculty and graduate teaching assistants, including workshops, pedagogical instruction, and a reading group.

### Student Disability Services (SDS)

[SDS](#) serves as a resource for the Wayne State University community to ensure academic access and inclusion for students. If you require learning accommodations or services, this office will help you arrange them.

### Counseling and Psychological Services

It is common for graduate students to experience mental health issues, particularly anxiety and depression, related to the intense nature of graduate study. [CAPS](#) provides counseling services for all enrolled students, as well educational activities and workshops designed to support academic success.

### Title IX Office

If you are sexually harassed or experience discrimination on the basis of sex, the department encourages you to report the incident to the [Title IX office](#) and to the Department Chair.

### W Food Pantry

WSU's [food pantry](#) provides food and personal care products to all enrolled students in need.

## **Admissions**

Graduate admission decisions are made by the Graduate Committee. Admission decisions reflect both applicants' preparedness for rigorous study and the alignment of applicants' and faculty members' research interests. Admission to History graduate programs is competitive and is based on an applicant's entire academic profile. The requirements described below are minimum standards for consideration and do not guarantee admission.

An offer of admission is only applicable for the semester admitted. If a student is not able to register for classes for the admitted semester, they will be withdrawn from the program and will have to reapply. Applicants must be officially admitted to the program before enrolling in coursework.

### **Admission Requirements**

The department normally considers only those applicants whose undergraduate grade point average is at least 3.00 overall and at least 3.25 in a minimum of 18 semester credits in history and related subjects at the advanced undergraduate level. Applicants should have, or be in the process of acquiring, relevant foreign language preparation to enter the area in which they wish to study.

### **Application Deadlines**

#### **PhD Program**

Students are admitted to the doctoral program only for the fall term. There are no exceptions. The application deadline for the PhD program is **January 15** of each year. All application materials must be uploaded by the deadline. Incomplete applications will not be considered.

#### **MA in History (MA) and MA in Public History (MAPH) degrees**

Students are admitted to the master's programs for both fall and winter terms. Students who would like to be considered for funding must apply by **January 15**, to begin the following fall. Students who do not wish to be considered for funding must apply by **April 15** for the following fall or **October 15** for the following winter. All application materials must be uploaded by the deadline. Incomplete applications will not be considered.

#### **MA/MLIS and MAPH/MLIS joint degrees**

The MA/MLIS and MAPH/MLIS program lead to the simultaneous receipt of a master's degree from the Department of History and a Master of Library and Information Science (MLIS) from the School of Information Sciences (SIS). Applicants to these programs must apply and be admitted to both master's degree programs. In most cases, students first gain admission to one program, and then apply to the other during their first year of study. All application materials must be uploaded by the deadline. Incomplete applications will not be considered.

### **MA/JD joint degree**

The MA/JD program leads to the simultaneous receipt of a master's degree from the Department of History and a Doctor of Jurisprudence (JD) degree from the Law School. Students who have successfully completed their first year at the Wayne State Law School are eligible to apply and should do so by **October 15** to begin their studies the following winter or **April 15** to begin the following fall. All application materials must be uploaded by the deadline. Incomplete applications will not be considered.

### **Bridge Certificate in World History**

Students are admitted to the World History certificate program for both fall and winter terms. The department does not offer funding for certificate programs. Students must submit applications for consideration for fall admission by **April 15** and for winter admission by **October 15**. All application materials must be uploaded by the deadline. Incomplete applications will not be considered.

Students currently enrolled in the History MA, MAPH, or PhD programs who wish to add the World History Bridge Certificate should fill out a Change of Graduate Status Request form and Plan of Work for the bridge certificate and submit it to the Director of Graduate Studies via email.

### **Graduate Certificate in Archival Administration**

The Graduate Certificate in Archival Administration may be earned in conjunction with the MA, MA-MLIS, MAPH, MAPH-MLIS, or PhD programs. Students must take an additional 6 credits in addition to the coursework counted toward their History degree. Students admitted to graduate degree programs in History or Library and Information Science are eligible to enroll in the certificate program. Please consult the SIS website for [program requirements](#).

### **Graduate Certificate in Nonprofit Management**

The Graduate Certificate in Nonprofit Management may be earned in conjunction with the MA, MAPH, and PhD programs. MAPH and PhD student must take an additional 3 credits in addition to the coursework counted toward their History degree, while MA students must take at least 7 additional credits. Decisions regarding admission to the Nonprofit Management certificate are made in the department of Political Science, where the program is housed. Please consult the Political Science website for [program requirements and application information](#).

### **Non-Degree Graduate Admissions**

Students may be permitted to enroll in graduate courses by seeking admission on a non-degree basis. Non-degree admission is recommended for those seeking admission to the MA or PhD program, but who cannot acquire the necessary letters of recommendation. This is often the case with second-career students who have been out of college for an extended period of time. In such cases, the candidate should formally apply as a non-degree student through the normal Graduate School Admissions process. The deadlines are the same as

those for degree-seeking students, but the only required documents for a non-degree application are official copies of all previous transcripts. Should a student in the non-degree status later earn admission to the graduate program, a maximum of 9 non-degree credits may be applied toward the degree. Students in a non-degree status are typically not eligible for financial aid. Please note: If a non-degree student seeks to enter the MA, MAPH, or PhD program, and intends to use the credits earned toward their degree, they should apply for Non-Degree Graduate Admission rather than enroll with post-Bachelor status. Post-Bachelor credits are not graduate credits. No work earned as post-Bachelor student may ever be counted toward a graduate degree, either at Wayne State University or at another institution.

## **Application Materials**

### **For the PhD program**

1. **Graduate Admission Application.** Application fees will be waived for the 2024 winter, spring/summer and fall semesters.
2. **Statement of Purpose.** In a 500-750-word academic statement of purpose, you should convey as clearly and concisely as possible your intellectual interests (i.e., what is your proposed area(s) of study, including period, region, topic, and/or approach?), your preparation for the program to which you are applying (i.e., how have your previous educational and/or professional experiences given you skills and tools to succeed in our graduate program?), and your career goals. You should identify by name the faculty members with whom you would like to work and explain why. The strongest PhD and MA applicants will also be able to describe in some detail the nature of the research project they hope to pursue. The Graduate Committee carefully considers these statements when making admission decisions to ensure your scholarly interests are compatible with those of our faculty. We also evaluate these statements as evidence of your writing abilities, your maturity as a scholar, and your readiness to undertake graduate study. Thus, we urge you to allow ample time to craft and revise your Statement of Purpose.
3. **Resume or CV.** Upload a current resume or curriculum vitae via Additional Documents.
4. **Writing Sample.** Your writing sample should demonstrate your ability to conduct historical research and clearly communicate your findings. Typically, applicants submit a capstone project or a research paper from an advanced history class or a class in a related field; ideally, your writing sample will be based on primary source research.
5. **Letters of recommendation.** Submit three (3) letters of recommendation from individuals who can comment on your research and writing skills, academic accomplishments, and potential for success in a graduate program; ideally, these will be from instructors who have supervised or advised your work in the recent past. You may

submit, as a second or third letter, the recommendation of a supervisor in a public history field (archives, library, or museum work), particularly for the MAPH degree. Please do not submit additional letters; if you do, the committee will only read the required number of letters, in the order they are received.

6. **Official transcripts** from all past colleges and universities attended.
7. **Graduate Record Examination (GRE)**. Applicants to the PhD program are required to submit official GRE scores; master's and certificate programs do not need to submit GRE scores and they will not be considered in the admissions process for those degree programs. Doctoral applicants' scores regularly range from the 60th to the 98th percentile for the verbal and analytical writing components. The department recognizes scores on standardized tests are influenced by social and cultural factors and may not be accurate indicators of performance ability. Consequently, GRE scores are considered, but are not a binding criterion for admission.

### **For the MA and MAPH programs**

Please note: There are separate applications for the MA in History and MA in History (online). Students in the MA in History may take courses in person or online, and their tuition rates are determined by their residency status at the time of application. Students in the MA in History (online) may only take online courses, and pay in-state tuition rates regardless of their residency at the time of application. The MAPH *cannot* be completed fully online. Make sure to apply for the correct program!

1. **Graduate Admission Application**. Application fees will be waived for the 2024 winter, spring/summer and fall semesters.
2. **Statement of Purpose**. In a 500-750-word academic statement of purpose, you should convey as clearly and concisely as possible your intellectual interests (i.e., what is your proposed area(s) of study, including period, region, topic, and/or approach?), your preparation for the program to which you are applying (i.e., how have your previous educational and/or professional experiences given you skills and tools to succeed in our graduate program?), and your career goals. You should identify by name the faculty members with whom you would like to work and explain why. The strongest PhD and MA applicants will also be able to describe in some detail the nature of the research project they hope to pursue. The Graduate Committee carefully considers these statements when making admission decisions to ensure your scholarly interests are compatible with those of our faculty. We also evaluate these statements as evidence of your writing abilities, your maturity as a scholar, and your readiness to undertake graduate study. Thus, we urge you to allow ample time to craft and revise your Statement of Purpose.

3. **Resume or CV.** Upload a current resume or curriculum vitae via Additional Documents.
4. **Writing Sample.** Your writing sample should demonstrate your ability to conduct historical research and clearly communicate your findings. Typically, applicants submit a capstone project or a research paper from an advanced history class or a class in a related field; ideally, your writing sample will be based on primary source research.
5. **Letters of recommendation.** Submit two (2) letters of recommendation from individuals who can comment on your research and writing skills, academic accomplishments, and potential for success in a graduate program; ideally, these will be from instructors who have supervised or advised your work in the recent past. You may submit, as a second or third letter, the recommendation of a supervisor in a public history field (archives, library, or museum work), particularly for the MAPH degree. Please do not submit additional letters; if you do, the committee will only read the required number of letters, in the order they are received.
6. **Official transcripts** from all past colleges and universities attended.

### **For the MA/MLIS and MAPH/MLIS programs**

Please note: There are separate applications for the MA in History and MA in History (online). Students in the MA in History may take courses in person or online, and their tuition rates are determined by their residency status at the time of application. Students in the MA in History (online) may only take online courses, and pay in-state tuition rates regardless of their residency at the time of application. The MAPH *cannot* be completed fully online. Make sure to apply for the correct program!

- Students who want to **apply to both programs at the same time** should follow the instructions above for applying to the MA and MAPH programs, and additionally submit a completed Change of Graduate Status form in the “additional materials” field of the online application.
- Students who want to **apply first to the MA or MAPH program** should follow the instructions above for applying the MA and MAPH programs. To add the MLIS, submit a completed Change of Graduate Status form to the DGS before or at the same time you submit your Plan of Work.
- Students who want to **apply first to the MLIS program** should follow the instructions to do so from SIS. After they are accepted and have begun their first semester, they should follow the instructions above for applying to the MA and MAPH programs, and additionally submit a completed Change of Graduate Status form in the “additional materials” field of the online application.

## For the MA/JD program

After you have begun your first year apply to the MA program following the instructions above. Indicate in your Statement of Purpose that you are a current JD student seeking admission to the joint degree. Students in this program *must* apply to the MA in History; they *cannot* enroll in the MA in History (online) and earn the dual degree.

## For the Bridge Certificate in World History

1. **Graduate Admission Application.** Application fees will be waived for the 2024 winter, spring/summer and fall semesters.
2. **Statement of Purpose.** In a 500-750-word academic statement of purpose, you should convey as clearly and concisely as possible your intellectual interests (i.e., what is your proposed area(s) of study, including period, region, topic, and/or approach?), your preparation for the program to which you are applying (i.e., how have your previous educational and/or professional experiences given you skills and tools to succeed in our graduate program?), and your career goals. The Graduate Committee carefully considers these statements when making admission decisions to ensure your scholarly interests are compatible with those of our faculty. We also evaluate these statements as evidence of your writing abilities, your maturity as a scholar, and your readiness to undertake graduate study. Thus, we urge you to allow ample time to craft and revise your Statement of Purpose.
3. **Official transcripts** from all past colleges and universities attended.

## Funding

Wayne State provides financial assistance to master's and doctoral students in the form of fellowships, scholarships, grants, and awards. We do not offer financial support for certificate students. Our department does not have the resources to fully fund all of its graduate students; most master's students and some doctoral students take out student loans or otherwise self-finance their degrees. You can calculate your cost of attendance using the [WSU Tuition and Fee Calculator](#) and should carefully consider the financial implications of your decision to pursue graduate study before incurring debt to pay for your education.

We expect all of our doctoral students, and master's students where appropriate, to regularly apply for external scholarships, fellowships, and awards. You should consult with your advisor about external funding sources appropriate to your research focus. You should also familiarize yourself with [Pivot](#), a database of external funding opportunities, and check the social media and websites of major professional organizations in your areas of specialization.



## **How to Request Financial Support**

All continuing MA, MAPH, and PhD students who wish to be considered for financial support from the department must **submit a Funding Request form by January 15 each year**; if you do not submit the form, you will not be considered for any funding awarded by the department (including, at present, the Graduate Professional Scholarship). Applicants to the MA, MAPH, and PhD programs may also apply for Graduate Professional Scholarships; applicants to the PhD program will automatically be considered for the Rumble Fellowship and/or available Graduate Teaching Assistantships.

## **Financial Aid**

Some research awards and scholarship made by the department and university require recipients to demonstrate financial need. For this reason, we recommend that any students who wish to be considered for these funding opportunities file a FAFSA annually. You may also wish to consult the [Office of Financial Aid](#) about loans and employment opportunities for eligible graduate students.

## **Scholarships**

Wayne State University offers many scholarships for its students; graduate students may be eligible to apply for some of these awards. You can search for scholarships in [AcademicWorks](#); most scholarships have a **March 1 deadline**.

## **Full Tuition Awards**

Our department's major sources of financial support for graduate students are the Thomas C. Rumble Fellowship, Graduate Professional Scholarships, and graduate assistantships. Additionally, we nominate eligible incoming students for Dean's Diversity fellowships or scholarships.

### **Thomas C. Rumble Fellowship** (PhD students)

The department awards **one** [Thomas C. Rumble fellowship](#) annually, which covers tuition and provides a stipend and benefits, with no teaching or service obligations. We typically award the Rumble to an incoming doctoral student who has not previously attended Wayne State, and guarantee the Rumble fellow three additional years of support through an appointment as a Graduate Teaching Assistant (GTA). Exceptional students may apply for a fourth year as a GTA as part of a competitive applicant pool. GTA appointment and renewal is contingent on maintaining good academic standing and making satisfactory academic progress toward degree, as confirmed by their [annual review](#). Rumble fellows are prohibited from holding other employment during the tenure of their award. The award is by departmental nomination only; students cannot apply directly.

### **Graduate Professional Scholarships** (MA, MAPH, and PhD students)

The Graduate School presently delegates responsibility for awarding its [Graduate Professional Scholarships](#) (GPSes) to individual departments. The GPS is a tuition scholarship that covers up to 10 credits of in-state graduate tuition. (Out-of-state students may receive a GPS, but the award will only cover partial tuition). Our department is typically able to award **six or seven** GPSes annually to continuing and incoming students in the MA, MAPH, and PhD programs. Recipients may not simultaneously hold a graduate assistantship (GRA, GSA or GTA), a tuition-paying internship, a tuition-paying fellowship, a tuition-paying scholarship, or a full-time WSU position with tuition benefits. To be considered for the GPS, students must indicate that they plan to apply on the Funding Request form as well as apply through the Graduate School website. **Deadline: March 1.**

In assessing applications for the Graduate Professional Scholarship, members of the Graduate Committee will primarily consider the student's record of academic achievement, the student's overall progress toward degree, and the student's professional development activities. Other considerations include a student's receipt of prior funding, and the need to provide some funding to all of our various degree programs. We will not adhere to a strict quota system, but ordinarily the committee will seek to prioritize at least one master's student, a doctoral student who is following a non-academic career path, and a doctoral candidate who can demonstrate they applied for but did not receive external support. Students may receive the GPS in more than one year, up to a lifetime maximum of two awards for MA or MAPH students, and three for PhD students. Students who are applying for additional years of GPS funding are strongly encouraged to apply for external funding wherever possible and doing so will strengthen their application. PhD students who have achieved candidacy will not be considered for a GPS if they have not applied for external funding, unless their advisor makes a compelling case in their favor. Make sure to review the [History GPS Guidelines and Review Criteria](#) before completing your application.

### **Graduate Teaching Assistantships** (PhD students)

The department currently awards **six** [Graduate Teaching Assistantships](#) (GTAs) annually, which provide a salary, a tuition scholarship, and subsidized medical, dental, and vision insurance. GTAs provide approximately 20 hours of instructional service per week over the course of a semester. GTAs may be assigned teaching duties, including grading, in undergraduate-level courses or discussion sections, and may serve as instructors of record for undergraduate courses. In History, GTAs may also proctor exams and participate in some service activities. GTAs are represented by [GEOC](#) and their working conditions are governed by a collective bargaining agreement. The initial appointment is typically one year, with a promise of renewal for two additional years, contingent on maintaining good academic standing and making satisfactory academic progress toward degree, as confirmed by their annual review. Exceptional students may apply for a fourth year as a GTA as part of a competitive applicant pool. Because GTA positions normally represent a three-year commitment, we ordinarily award only one or two new GTAs each year. Apply using the Funding Request form. **Deadline: January 15.**

**Graduate Research Assistantships** (PhD students)

Individual faculty members are occasionally able to hire [Graduate Research Assistants](#) (GRAs), who work approximately 20 hours per week over the course of a semester in research or academic activities relevant to their own academic programs of study. GRAs provide a salary, a tuition scholarship, and subsidized medical, dental, and vision insurance. GRA activities should relate directly to the student's degree requirements and should be reasonably expected, among other purposes, to contribute to a student's dissertation, thesis, essay, independent or directed study, or otherwise be undertaken for the primary benefit of the student's research, scholarship or academic program. Typically, History faculty apply for internal funding which pays for a GRA, and individual faculty members select the student through a non-competitive process. GRAs are not represented by GEOC or covered under the collective bargaining agreement. The award is by faculty nomination only; students cannot apply directly.

**Graduate Student Assistantships** (PhD students)

[Graduate Student Assistantships](#) (GSAs) provide a salary, a tuition scholarship, and subsidized medical, dental, and vision insurance. GSAs work approximately 20 hours per week over the course of a semester. GSAs may be assigned research, administrative, and scholarly duties for the primary benefit of the university or granting agency under the supervision of a university faculty member or administrator. GSAs are represented by [GEOC](#) and their working conditions are governed by a collective bargaining agreement. The department does not regularly offer GSA positions, but we encourage students to seek out GSA opportunities in other campus units.

**Dean's Diversity Fellowships** (PhD students)

The [Dean's Diversity Fellowship](#) is designed to recruit minorities, women, persons with disabilities or individuals from cultural, linguistic, geographic and socioeconomic backgrounds who otherwise would not be adequately represented in the doctoral program. It cannot be awarded to continuing students. The fellowship covers tuition and provides a stipend and benefits, with no teaching or service obligations. After the initial three years, funding is provided for two additional years through the department, usually through a GTA appointment, for a total of five years of support. The award is by departmental nomination only; students cannot apply directly.

**Dean's Diversity Master's Scholarship** (MA and MAPH students)

The [Dean's Diversity Master's Scholarship](#) is designed to attract outstanding new master's students to Wayne State University and to support these students through successful degree completion. The scholarship covers up to 20 credit hours of tuition and can be spread across all three terms of a student's first year. Eligibility is restricted to U.S. citizens/domestic students. The award is by departmental nomination only; students cannot apply directly.

## Research Awards

### History Department Research Support (MA, MAPH, and PhD students)

The department holds an annual competition for awards to support graduate student research. Funds endowed by foundations, former faculty, and alumni are dedicated to support travel to and research in archives and libraries nationally and internationally. Award amounts usually range from \$500 to \$2000. Apply for the awards listed below using the Funding Request form. **Deadline: January 15**

- Charles F. Otis and Dr. Jeffrey L. Reider Scholarship for research on the history of gender and sexuality
- Michael Patterson Memorial Endowed Research Award in African American History
- Joanne Nicolay Foundation Endowed Student Award in 19th Century American History
- Kruman-Lion Endowed History Graduate Student Award for historical research in any field
- Alfred H. Kelly Memorial Research Award historical research in any field

### Graduate School Research Support (PhD and Plan A MA students)

The Graduate School offers grants to defray expenses necessary to complete approved thesis or dissertation research. Please consult the Graduate School website for more information.

## Conference Travel Awards

### History Department Conference Travel Support

Graduate students who have a minimum 3.50 GPA in History courses are eligible to receive funding to present original research at regional, national, and international conferences or to participate in a professional workshop. Contingent upon the availability of departmental funds, up to \$500 may be reimbursed for a regional conference, \$1000 for a national conference (outside the Midwest), and up to \$1500 for an international conference. Students may apply for travel funding in more than one year, but there is a lifetime cap of \$4500 for doctoral students and \$1500 for master's students.

To apply for conference travel funds, email the following materials to the DGS:

- Your abstract or proposal for the paper or poster presentation
- Your conference presentation or workshop attendance acceptance notification
- A budget, including conference registration, transportation, lodging, and meals
- If the conference organization offers any travel funding for graduate students, the student must apply for it and provide evidence of having done so (e.g., a copy of the confirmation e-mail).

Requests for funding must be submitted in advance of any presentation, and ideally within two weeks of receipt of the conference presentation acceptance notification. Requests

submitted after the presentation has taken place will not be considered. Payment will take the form of reimbursement after the conference using the TravelWayne system; make sure to keep all of your receipts.

### **Graduate Student Professional Travel Awards** (MA, MAPH, and PhD students)

The Graduate School provides funding to [support graduate students' professional travel](#) to national and international conferences to present their research. Please consult the Graduate School website for more information.

## **Dissertation Writing Awards**

### **Summer Dissertation Award** (PhD students)

The Graduate School annually holds a competition for [Summer Dissertation Awards](#) for advanced PhD students. The fellowship period covers the months of June, July, and August and provides summer support to recipients while they work full-time on their dissertations. Consideration will be given to PhD candidates who have an approved prospectus on file and anticipate defending their dissertations within the academic year following the fellowship period. Apply through the Graduate School website. **Deadline:** January 15.

### **Humanities Center Doctoral Dissertation Fellowship** (PhD students)

The Humanities Center offers [one fellowship](#) each year to a doctoral student in the final stages of writing his or her dissertation, whose dissertation prospectus has been approved by both the dissertation committee and the Graduate School, and has completed all requirements for the degree except the dissertation by the application. The fellowship offers a \$15,000 stipend. Recipients are required to present a paper at a colloquium sponsored by the Humanities Center. Apply through the Humanities Center website. **Deadline:** Mid-October.

## **Other Sources of Support**

### **King-Chavez-Parks Future Faculty Fellowships** (PhD students)

The [King-Chavez-Parks \(KCP\) Future Faculty Fellowship](#) is designed to support doctoral students who intend to pursue a full-time teaching position in a postsecondary institution in Michigan within one year of receiving their doctorate. The fellowship provides a stipend for one year. KCP fellows are eligible to reapply for additional years of support up to three years or a maximum of \$35,000 over a three-year year period. A student may receive this fellowship in addition to other awards. Applicants must be a United States citizen or permanent resident and be a member of an underrepresented minority in the field of History. Apply through the Graduate School website. **Deadline:** varies; check the Graduate School Website.

### **Munich Fellowships** (MA, MAPH, and PhD students)

Master's and doctoral students whose research focuses on Germany should consider applying for a [Munich Fellowship](#). The Graduate School sponsors one annual competition,

which provides tuition for one year of study at the University of Munich plus a monthly stipend for 10 months that is designed to support a single student's normal living expenses. Students must demonstrate both written and oral competence in the German language to qualify for this fellowship. Apply through the Graduate School website. **Deadline:** Early April.

### **Ronald Raven Annual Award (MA, MAPH, and PhD students)**

Two Ronald Raven Awards are made each year, one for fall semester and one for winter semester. Graduate students enrolled in Wayne State's History Department or the School of Information Science are eligible. The successful applicant must be in good academic standing and demonstrate financial need. The award consists of a tuition stipend and a semester-long internship at the Walter P. Reuther Library of Labor and Urban Affairs. Applicants should be able to commit to 135 hours of on-site archival processing and records management work. Preference will be given to applicants who have completed the introductory archival administration course (LIS 7710/ HIS 7840). Successful interns can receive the award multiple times, but successive awards are neither automatic nor guaranteed. Application instructions are circulated via email. **Deadline:** Varies.

### **Dean's Strategic Master's Scholarships (MA and MAPH students)**

These partial-tuition scholarships from the Graduate School are granted to WSU schools and colleges to help recruit and retain outstanding master's students. The Graduate School Masters Scholarship will pay for up to 4 credit hours of tuition at the in-state Graduate School rate for two consecutive semesters. The award is by departmental nomination only; students cannot apply directly.

### **MA Scholarships for AGRADE students (MA and MAPH students)**

This scholarship is for AGRADE students who are making the transition to their Master's-only year of study; applicants must have been enrolled in AGRADE as undergraduates. They must be in either their first or second semester of Master's-only coursework, be enrolled in at least 3 credits, and have a GPA of at least 3.0. The scholarship covers up to 4 credits of in-state graduate tuition for two consecutive semesters. Students already receiving graduate funding (e.g., GPS scholarship) are not eligible. Apply through the Graduate School website.

**Deadline:** April for Fall term and August for Winter term.

## **Policies and Procedures**

Students should familiarize themselves with the [Graduate Bulletin](#), which is the comprehensive guide to graduate policies and procedure at WSU. Certificate and master's degree requirements are governed by the College of Liberal Arts and Science and most information related to those programs is available on the [CLAS website](#). PhD requirements are governed by the Graduate School, and information related to the program is available on the [Graduate School website](#).

## Forms

Throughout this Handbook, you will find reference to various department, college, Graduate School, and university forms, checklists, and worksheets. You can [access these forms on the History website](#). CLAS and the Graduate School also post their forms on their websites.

Master's and certificate programs are governed by CLAS; the PhD program is governed by the Graduate School. All forms should be submitted electronically; **do not submit paper forms**.

## Advising

Your advisor's role is to guide you through your graduate program and direct your research. Your advisor should be your first point of contact for any questions, concerns, or issues and you should keep in touch with your advisor on a regular basis. It is important that you select an advisor whose intellectual interests and advising style match your needs; your advisor should be someone with whom you have a productive and supportive working relationship.

All incoming graduate students are provisionally assigned to a faculty advisor. In your first semester in the program, you should discuss your research interests and course of study with your provisional advisor and if possible, enroll in a course taught by your advisor. You should meet with your advisor to discuss continuing your relationship before you submit your [annual review](#) and [plan of work](#) in January of your first year in the program. By signing these forms, you and your advisor are committing to work together.

You may find, during your first semester or later, as your research interests develop or change focus, your advisor is no longer the most appropriate faculty member to supervise your work. If that is the case, you should discuss the matter with your current advisor and/or the DGS and seek out a new advisor. It is *your responsibility* to find another full-time faculty member who is willing to serve as your permanent advisor. If you cannot do so in a reasonable amount of time, you should not expect to continue in the graduate program. To change advisors, certificate students, master's students, and pre-candidacy doctoral students may simply notify the DGS via email, cc'ing the current and new advisor. Once a doctoral student has achieved candidacy, changing the advisor or committee members requires submitting a Change in Committee form.

Master's and PhD students are additionally responsible for assembling—in consultation with your advisor—a committee of faculty members who will provide feedback on your work at various stages of your degree. Master's committees are composed of the advisor and a second reader, who helps shape your MA essay/thesis or MAPH project. Doctoral students first select a qualifying exam committee to administer the department's required "quals," and subsequently form a dissertation committee, which may or may not be the same as the qualifying exam committee. Quas committees have three members (including the advisor), and dissertation committees have four members (including the advisor).

If a conflict arises between you and your advisor or a committee member, you should speak with the DGS, whose role is to advocate for graduate students and help them navigate difficult situations.

### **Graduate Courses and Grades**

In the History department, most courses numbered 5000 and above are offered for graduate credit. 5000- and 6000-level courses are also open to advanced undergraduates. 7000-level courses are open only to graduate students, but they may meet concurrently with an advanced undergraduate section of the same course. When a course is offered at both the 5000 and 7000 level, graduate students should enroll in the 7000-level section. 8000-level courses (graduate seminars) are open only to graduate students and 9000-level courses (Doctoral Candidate Status courses) are open only to PhD students.

Required courses for our graduate programs are offered annually or biannually depending on enrollment. We make every effort to schedule required courses and graduate seminars so that there are not time conflicts. Graduate courses are scheduled both during the day and in the evening, and their timing may vary from semester to semester or year to year. You should expect to be flexible in your availability for required and elective courses.

Grades in graduate school reflect higher standards of scholarship than those applied at the undergraduate level. An A indicates excellent work, a B indicates good work, grades of B- or below indicate work below graduate standards, and an F indicates failure. Students who excel in our program primarily earn A grades, while B-range are a cause for concern.

### **Plans of Work**

All graduate students are required to file a Plan of Work (POW) with their first progress report. Transfer credits must be listed on a Transfer of Credits form and submitted with the POW. Students enrolled in dual degree programs or who plan to earn multiple degrees must file separate POWs for each degree. For example, an MA/MLIS student would submit a [CLAS Plan of Work](#) to their History advisor and an [SIS Plan of Work](#) to their MLIS advisor. Failure to submit the POW on time will result in an unsatisfactory progress report and a registration hold, which will prevent you from registering for classes. For MA and MAPH students, the approved POW serves as Admission to Candidacy for your degree.

Completing the POW helps to ensure that you take required courses when they are available and that you enroll in courses that will satisfy your degree requirements. The POW must be completed in consultation with your faculty advisor, and as you progress in the program you may, with permission of your advisor and the DGS, make course substitutions if those you initially planned to take are not offered or new courses become available. If the POW is significantly revised, you must file a Change of Plan of Work form. The DGS files POWs and Change of Plan of Work forms for master's and certificate students with the Graduate Office in the College of Liberal Arts and Sciences and for PhD students with the Graduate School.



MA, MAPH, and joint degree master's students are encouraged to complete a POW worksheet, available in the [WSU History Graduate Program Forms folder](#) in OneDrive, before meeting with their advisor. You can also find sample POWs for your program in the same folder.

## **Transfer Credits**

### **Transfer Credits for the Master's Degree**

Up to 8 graduate credits from a graduate degree program (at WSU or another institution) may transfer to a student's WSU master's degree. Those 8 in addition to a maximum of twenty-four earned in residency can be transferred toward a PhD.

### **Transfer Credits for the PhD**

For students who earned a master's degree at Wayne State, up to 32 credits of 'B' or better graduate credit may be applied toward the PhD. These 32 credits may include up to eight master's degree transfer credits as noted above. Students entering the PhD program with a master's degree from another institution may transfer up to 30 credits of 'B' or better graduate credit. A student wishing to transfer graduate credit from an institution other than WSU toward the PhD degree must file a petition with the Graduate School via the Transfer of Credit form, approved by his/her advisor and departmental graduate director, requesting such transfers and submit it with the Plan of Work. The petition must be supported by a transcript showing a minimum grade of 'B' for the courses to be transferred; 'B-minus' and credit earned with 'S' and 'P' (satisfactory or pass) grades are not acceptable for transfer. Students who completed their master's degree at WSU may simply list the courses they want to transfer on their PhD plan of work.

## **Annual Reviews**

To remain in good academic standing and help you stay on track to complete your degree requirements in a timely manner, master's and doctoral students must submit Progress Reports and CVs or resumes each year; PhD students must additionally submit an Annual Review/Individual Development Plan (IDP). You can [access these forms on the History website](#), along with a Benchmarks Checklist that you and your advisor can use to set goals and make sure you are staying on track to complete your degree. You should complete your Progress Report and schedule a time to discuss it with your advisor well in advance of the submission deadline. Participation in the annual review process is mandatory; if you fail to submit your Progress Report, you may have a registration hold placed on your account.

### **MA Student Annual Reviews**

Your first year in the program, you should submit an MA Progress Report and cv or resume, together with a completed Plan of Work, to the DGS by **January 15 if you began coursework in fall term and by April 15 if you began coursework in winter term**. In subsequent years, you should submit an MA Progress Report to the DGS by **January 15**. If

you seek financial support from the department, you must also submit a Funding Request to the DGS by **January 15** each year.

### **MAPH Student Annual Reviews**

Your first year in the program, you should submit an MA Progress Report and cv or resume, together with a completed Plan of Work, to the DGS by **January 15 if you began coursework in fall term and by April 15 if you began coursework in winter term**. In subsequent years, you should submit an MAPH Progress Report to the DGS by **January 15**. If you seek financial support from the department, you must also submit a Funding Request to the DGS by **January 15** each year.

### **PhD Student Annual Reviews**

Your first year in the program, you should submit the Pre-Candidacy Progress Report, together with a completed Plan of Work and Skills Acquisition form, to the DGS by **January 15**. In subsequent years, until you have achieved candidacy, you should submit a Pre-Candidacy Progress Report to the DGS by **January 15**. After you achieve candidacy, you should submit a Dissertation Progress Report to the DGS by **January 15**. If you seek financial support from the department, you must also submit a Funding Request to the DGS by **January 15** each year.

The Graduate School requires all PhD students to complete IDPs annually; your IDP must be submitted electronically by **September 15** each year. You can find the form on the Graduate School website.

### **Deferred and Incomplete Grades**

**The mark of I (Incomplete)** is given to a student when they have not completed all of the course work as planned during the term. A written contract specifying the work remaining to be completed should be signed by the student and instructor. Responsibility for completing all course work rests with the student; when the student submits the required course work, the instructor will change the I to a letter grade. The History department expects students to make up work for incomplete grades by the end of the following term (i.e., an incomplete earned in fall term must be completed by the end of winter term). Any grade of I which is not resolved within a year will automatically turn into an F.

**The mark of Y (Deferred)** is given when the student is up to date in the work of a course that is expected to continue beyond the semester in which they are enrolled (i.e., essay, thesis, and dissertation credits). The Y is not to be confused with an incomplete, or I, grade. Unlike an incomplete, a deferred grade does not have a time limit, and it will remain a Y on your transcript until such time as the course instructor changes the grade. However, the DGS may place a hold on a student's registration if, after consultation with the advisor, the DGS concludes that the student has accumulated an unwarranted number of deferred grades. Additionally, students employed as GTAs and GRAs may endanger their eligibility for those positions through the accumulation of multiple deferred grades, which often indicate a lack

of progress toward degree. An accumulation of such grades may also negatively impact a student's ability to apply for other funding from the university.

### **Directed Studies**

Directed study may be authorized if the area of interest is an integral part of the student's graduate program and is not covered by courses normally included in our curriculum. Directed studies require prior approval. To secure permission to register, you and the faculty member who has agreed to supervise your directed study must first complete a Petition and Authorization for Directed Study form, which describes the content and rationale of the course. After your advisor signs the form, submit it to the DGS and you will be granted an override to register for HIS 7990. Directed studies may not be used as substitutes for basic courses or for seminars. History students may count no more than three directed studies toward their degree, and the directed study must be for three or more credits to count toward degree requirements.

### **Graduate Enrollment at Other Institutions**

Wayne State University participates in the **Michigan Intercollegiate Graduate Study program (MIGS)**, which allows graduate students to take courses at other Michigan public institutions that offer graduate degrees. Students must receive permission to enroll from the course instructor, their advisor, the DGS, and the Department Chair. MIGS enrollments are limited to one semester for master's students and two semesters for doctoral students. This program is managed by Graduate Admissions, and the required forms that must be filed in advance of registration and at the end of the term, both by WSU and by the other institution, are managed by that office.

Graduate students may take courses at the University of Windsor through the **Wayne-Windsor Exchange Program**. This program and all paperwork are managed by Study Abroad.

Graduate Students may **study abroad** through a variety of programs available at WSU, including the Munich Fellowship and the University of Salford Exchange Program. These programs and all paperwork are managed by Study Abroad.

Students wishing to participate in any of these programs should speak with their advisor about how courses at other institutions will integrate into their plan of work.

### **Full-Time Status**

The Graduate School defines full-time status as enrollment in eight or more credits per semester, fall and winter terms (and for those who may need to maintain full-time status over the summer months, at least two credits during the spring/summer term). However, the Office of Financial Aid and external funding agencies sometimes define their own, separate requirements for full-time status, and these may supersede the Graduate School's definition. Additionally, students under contract as GTA/GRAs must enroll in at least 6 credits per

semester to fulfill the terms of their contract, but they should be aware that this contractual minimum does not constitute full-time status at Wayne State and may not meet the full-time enrollment requirement of a lending institution, should they have previous student loans. In short: Check with the relevant administrators and read the fine print!

If PhD students require additional credits beyond their current course load in order to maintain full-time status, they may consider enrolling in pre-candidacy research credits (HIS 9990) to make up the difference. Please be aware that pre-candidacy research credits *do not count* toward the 90 credit hours required to complete your degree; if you enroll in HIS 9990, you are essentially paying a maintaining matriculation fee. Pre-Candidacy Research is limited to eight credits in one semester and a maximum of twelve credits cumulatively.

### **Time Limits and Time Extensions**

Students in certificate programs must complete all requirements within three years (six years if concurrent with a degree program). Students in master's degree programs must complete all requirements within six years. Students in doctoral programs must complete all degree requirements within seven years. Your time clock begins with the end of the first semester in which you complete a course required for your degree. For example, the time clock for master's students admitted for Fall 2021 expires on 12/31/2027; the time clock for PhD students admitted for Fall 2021 expires on 12/31/2028.

Should you require additional time to complete your degree, and your advisor and department support your continuation in the program, you must file a time extension request with CLAS (for certificate and master's students) or the Graduate School (for PhD students). Wayne State has a firm policy that time limits will not be extended past ten years for master's degrees or twelve years for doctorates. Approval of time extensions is not automatic, and current practice is to extend time limits only one year at a time. If a second (or third) year is required, you must submit a separate application. It is your responsibility to contact your advisor and the DGS about a time extension. While current practice allows for a six month grace period in which to file for an extension after you reach your time limit, we encourage you to be in touch with your advisor and the DGS well in advance of your time clock expiration to make a plan for your degree completion and submit the required paperwork.

### **Dismissal**

Graduate students are expected to maintain good academic standing in their coursework (i.e., maintain a GPA of 3.0 or higher) and make satisfactory academic progress toward their degree (i.e., meet program benchmarks and expectations). If they do not, they may be dismissed from the program. In the History department, satisfactory academic progress is assessed by advisors and documented in students' annual progress reports.

#### **Dismissal for failure to maintain good academic standing**

- Earning a grade lower than a B in HIS 7830, HIS 7832, HIS 7835, or HIS 7855 if the course is required for the student's program

- Earning a grade lower than a B in *any* graduate course
- Falling below a 3.0 (B) grade point average

Students who earn a grade lower than a B in HIS 7830, HIS 7832, HIS 7835, or HIS 7855 will be immediately dismissed from the program if the course is a degree requirement for the student's program. They may not retake the course. The student will be notified in writing by the DGS of their dismissal; the DGS will also notify CLAS (for master's students) or the Graduate School (for doctoral students) and a hold will be placed on the student's future registration. Students who earn a grade lower than a B in any other graduate course are placed on academic probation by the Department, and the DGS will request that Graduate School place a hold on their registration. Students whose GPAs fall below 3.0 are placed on probation systemically and automatically have a hold placed on their registration by the Graduate School. Such students are required to confer with their advisor to develop a plan and timetable for elevating their GPA. If the advisor approves the plan, they should notify the DGS to ask the school/college to release the GPA registration hold so the student can register for the agreed upon course(s). If the student fails to improve their grades on the timetable proposed by the advisor, the student will be notified in writing by the DGS of their dismissal; the DGS will also notify CLAS (for master's students) or the Graduate School (for doctoral students) and a hold will be placed on the student's future registration.

### **Dismissal for failure to make satisfactory academic progress**

- Receiving an "Unsatisfactory Progress" evaluation from your advisor on your annual progress report and failing to resolve the issues by the end of an agreed-upon probationary period
- PhD students only: Failing two written qualifying exams on the first try, failing one written qualifying exam twice, or failing the oral examination
- PhD students only: Failing to submit a prospectus within six months of passing qualifying exams and advancing to candidacy

Advisors assess every student's academic progress via an annual progress report. If an advisor determines a student is making unsatisfactory progress, the advisor will document the specific issues involved and issue a timetable for resolving them as part of the progress report review process. When the DGS receives the unsatisfactory progress report, they will notify CLAS (for master's students) and the Graduate School (for doctoral students) in writing that the student has entered a probationary period as outlined in the progress report. At the end of the probationary period, the advisor will evaluate the student's progress and make a recommendation to the Graduate Committee about whether or not the student should continue in the program. If the advisor and the Graduate Committee determine that the student met the expectations for the probationary period, the DGS will notify CLAS or the Graduate School that the student has returned to good standing. If the student does not meet expectations, the DGS will notify the student of their dismissal in writing and send CLAS or the Graduate School a copy of the dismissal letter, which will include a description of the

evidence used to justify the dismissal. These offices will place a hold on the student's future registration.

### **Appeals**

Students may appeal a dismissal following the procedure described in the Graduate Bulletin.

### **Graduation**

You must apply to graduate in Academics no later than the Friday of the fourth week of classes for the semester in which you plan to graduate; the date of the application deadline and other relevant information is available on the University's [Commencement website](#). In order to participate in the Commencement ceremony, you must be considered a graduate of that semester by meeting the deadline to complete all requirements. If you do not complete the requirements to graduate in the term you applied, you will need to re-apply for graduation in a future term. [Submission deadlines for master's theses, essays, and projects and associated paperwork](#) are posted on the CLAS website. [Submission deadlines for doctoral dissertations and associated paperwork](#) are posted on the Graduate School website.

## **Graduate Program Requirements**

### **Graduate Bridge Certificate in World History**

The Bridge Certificate in World History provides a graduate-level credential in world history, an area of growing demand at both the secondary and post-secondary levels of education. The certificate program is especially suitable for history and social studies teachers and teachers in training, as well as lifelong learners who are returning to school after an extended absence.

World History Bridge Certificate students complete **4 courses** for a minimum of **12 credits**, as follows:

Core course: [HIS 8310](#), World History Seminar (3 cr.)

Electives: At least 9 credits of HIS courses numbered 5000 or above, *at least* one of which has a global or comparative focus. Courses focused exclusively on US or European history cannot be counted toward the certificate. Students should aim for a regional distribution in their course selection, rather than take multiple courses focused on a single world region. A list of [courses that fulfill certificate requirements](#) is posted on the department website.

### **Master's Degree in History**

The **master's degree (MA)** is an academic degree for students who want to teach history at the secondary school level, who are considering pursuing a doctorate, who want to conduct independent research, or who are lifelong learners with an interest in historical scholarship.

There are **four paths** to the master's degree, each with slightly different requirements: the MA in History, the MA in History (online), the MA/MLIS, and the MA/JD. The MA degree can be completed in two years of full-time study, while dual degree programs typically take three to four years of full-time study.

### **MA in History**

Students enrolled in the MA in History must complete **at least 30 credit hours** and select an MA field from the following specializations: US, Europe, World. Students must pass HIS 7830 and HIS 7832 with a B or better to progress in the program. They may elect to write a thesis or an essay as their capstone project; requirements vary slightly for each option.

### **Thesis Option (Plan A) Degree Requirements**

Thesis option students take at least 22 hours of regular coursework and earn 8 credits writing a master's thesis.

#### Course Requirements

- HIS 7830, Methods and Research in History (3 cr.), normally taken in the first fall semester of enrollment
- HIS 7832, History Practicum (3 cr.), normally taken in the first or second winter semester of enrollment
- HIS 8999, Master's Thesis (8 cr.)
- At least three (3) courses in an MA field (US, Europe, World)
  - HIS 7990, Directed Study, may only count toward the three courses if taken for three (3) or more credits
- At least two (2) 8000-level seminars, at least one of which is in the MA field
- No more than two (2) courses may be taken at the 5000- or 6000-level without permission of the advisor and DGS (granted by their signatures on the Plan of Work); 5000- and 6000-level courses must be offered for graduate credit to count toward the MA degree

CLAS establishes deadlines regarding thesis submission and defense, and master's students must adhere to them; your advisor may impose earlier deadlines at their discretion. Thesis advisors have primary responsibility for approving the content and style of master's theses. However, the thesis manuscript format—margins, spacing, pagination, page layout, parts and their order—must conform to Graduate School specifications. Approval of the manuscript format by the Graduate School is a degree requirement. For information about manuscript approval, please consult the Graduate School website.

### **Essay Option (Plan B) Degree Requirements**

Essay option students take at least 27 hours of regular coursework and earn 3 credits writing a master's essay.

## Course Requirements

- HIS 7830, Methods and Research in History (3 cr.), normally taken in the first fall semester of enrollment
- HIS 7832, History Practicum (3 cr.), normally taken in the first or second winter semester of enrollment
- HIS 7999, Master's Essay (3 cr.)
- At least three (3) courses in an MA field (US, Europe, World)
  - HIS 7990, Directed Study, may only count toward the three courses if taken for three (3) or more credits
- At least two (2) 8000-level seminars, at least one of which is in the MA field
- No more than two (2) courses may be taken at the 5000- or 6000-level without permission of the advisor and DGS (granted by their signatures on the Plan of Work); 5000- and 6000-level courses must be offered for graduate credit to count toward the MA degree

Master's essays do not need to be submitted to the Graduate School for format checks, but they must meet College of Liberal Arts and Sciences formatting requirements, which are available on the CLAS website.

### **MA in History (online)**

Online students take at least 27 hours of regular coursework and earn 3 credits writing a master's essay, for a total of **at least 30 credit hours**. All courses must be taken online. The MA (online) is a generalist degree and students may take any electives that suit their interests; we advise taking coursework relevant to the topic of your eventual master's essay. Students must pass HIS 7830 and HIS 7832 with a B or better to progress in the program.

## Course Requirements

- HIS 7830, Methods and Research in History (3 cr.), normally taken in the first fall semester of enrollment
- HIS 7832, History Practicum (3 cr.), normally taken in the first or second winter semester of enrollment
- HIS 7999, Master's Essay (3 cr.)
- HIS electives (21 credits), including at least two 8000-level History seminars

Master's essays do not need to be submitted to the Graduate School for format checks, but they must meet College of Liberal Arts and Sciences formatting requirements, which are available on the CLAS website.

### **MA/MLIS Joint Degree Requirements**

Students in this joint program earn both an MA in History and a Master's in Library and Information Science (MLIS) from the School of Information Sciences (SIS). Graduates of the



MA/MLIS program benefit from the joint preparation in history and information science and increase their job market potential. Students are prepared to enter a new workforce with the skills to appraise and describe historical records, create websites, and preserve electronic documents.

Students may enroll in either the MA in History or the MA in History (online). Dual-degree students in the MA in History (online) program complete both the MA and the MLIS fully online; students who wish to take some of their history courses in person should apply to the MA in History.

MA/MLIS students must complete **at least 30 credit hours in History** and at **least 36 credit hours in SIS**, 13 credits of which are double-counted for both degrees. This allows dual degree students to obtain both the MA and MLIS after completing 53 credits, rather than the 61 credits required if the degrees were completed independently. If you are pursuing a graduate certificate in Archival Administration, nine of the fifteen hours required for the certificate may be counted toward the joint degree, which means that you will need to complete a total of 59 credits to earn all three. MA/MLIS students must write a master's essay; they may not elect to write a thesis. The MA/MLIS is a generalist degree and students may take any electives that suit their interests; we advise taking coursework relevant to the topic of your eventual master's essay. Students must pass HIS 7830 with a B or better to progress in the program.

#### History Course Requirements

- HIS 7830, Methods and Research in History (3 cr.), normally taken in the first fall semester of enrollment
- HIS 7999, Master's Essay (3 cr.)
- HIS electives (17 cr.), including:
  - At least one 8000-level History seminar
  - No more than two (2) courses may be taken at the 5000- or 6000-level without permission of the advisor and DGS (granted by their signatures on the Plan of Work); 5000- and 6000-level courses must be offered for graduate credit to count toward the MA degree
- INF electives (7 cr.)

#### SIS Course Requirements

- INF 6010, Introduction to the Information Profession (3 cr.)
- INF 6080, Information Technology (3 cr.)
- INF 6120, Access to Information (3 cr.)
- INF 6210, Organization of Knowledge (3 cr.)

- INF 7040, Library Administration and Management (3 cr.), or, for students in the School Library Media Specialization, INF 7310, School Library Media Programs (3 cr.)
- INF 7996, Research for the Information Profession (3 cr.)
- INF electives (11 cr.)
- HIS electives (7 cr.)

### **MA/JD Joint Degree Requirements**

The combined MA/JD Program leads to the simultaneous receipt of a JD from the Law School and an MA from the Department of History. MA/JD students *may not* enroll in the MA in History (online) - they *must* enroll in the MA in History and their degree cannot be completed fully online. Students must complete **at least 30 credit hours in History** as well as all degree requirements for the JD. Because the Law School may credit some of the non-law credit hours toward the JD degree, a student may be able to complete the combined MA/JD program in one semester beyond the time usually required to complete the JD alone. MA/JD students must write a master's essay; they may not elect to write a thesis. The MA/JD is a generalist degree and students may take any electives that suit their interests; we advise taking coursework relevant to the topic of your eventual master's essay. Students must pass HIS 7830 with a B or better to progress in the program.

MA/JD joint degree students must complete all requirements for a JD as described in the Graduate Bulletin as well as 30 credit hours for the History MA (Plan B). Coursework for the History MA consists of 12 credits in three core courses, plus at least 18 credits of elective coursework, 8 credits of which can be in LEX classes and at least 10 of which must be in HIS classes. Students are encouraged to take a variety of History courses and to pursue research topics that have a legal and/or constitutional history focus. Neither the History Department nor the Law School can guarantee the availability of any required or elective course in any given semester.

### History Course Requirements

- HIS 7830, Methods and Research in History (3 cr.), normally taken in the first fall semester of enrollment
- LEX 8386/HIS 8050, Seminar in Legal History (taken twice with different instructors, 6 cr.)
- HIS 7999, Master's Essay Direction (3 cr.), normally taken in your final semester
- HIS electives (10 cr.)
- LEX electives (8 cr.)

### **MA Essay/Thesis Guidelines**

The culminating experience for the MA degree is a master's essay or thesis, completed under the direction of a committee composed of your advisor and a second reader, most commonly a second historian. Your essay or thesis should ideally be of publishable scholarly quality. It

must include a bibliography and a clear indication of where your research fits into the scholarly literature (historiography). It should be based upon exhaustive research in the secondary literature and should make extensive use of published primary sources as well as readily available archival materials. Your essay or thesis may begin as a seminar paper, but you must show evidence of significant further work and thought. An essay typically ranges from 35 to 50 double-spaced pages, exclusive of notes and bibliography. A thesis typically ranges from 80 to 120 double-spaced pages, exclusive of notes and bibliography. You and your advisor should discuss whether writing an essay or a thesis will best help you achieve your educational and professional goals.

While some students begin the MA program with a research project already in mind, many come to the program with general interests. Once you've entered the program, however, you should begin thinking about your essay or thesis as early as possible. You should take advantage of assignments in your regular coursework to develop your ideas for a potential research project. Coursework outside of your primary field might shed light on unfamiliar historical approaches, encourage you to reframe your questions, or introduce you to new bodies of literature. For this reason, we encourage students to take a variety of courses covering a broad geographical and temporal scope rather than limit their coursework to a single world region.

You should begin planning your project as early as possible. Students who intend to complete the degree in two years should submit their proposal at some point in their third semester in the program with the goal of having an approved proposal in advance of enrolling in HIS 7999 and completing the essay/thesis in the fourth semester. In some cases, projects may extend into the summer following the fourth semester. We recognize that many students enroll part-time or find it necessary to interrupt their studies, and this schedule is flexible and can be adjusted in consultation with your advisor if you do not plan to complete your degree in two years.

### **MA Essay/Thesis Proposal and Proposal Meeting**

You must write a 750-1000-word proposal, developed in consultation with and approved by your committee. The proposal should include a brief project description, offer a tentative argument, explain the significance of the research, describe the scope of work and method/approach you will use, and outline a timeline for completion. You must also append a preliminary annotated bibliography of primary and secondary sources; this should document any archival research you have already completed or oral histories you may have conducted for other projects and plan to use for your essay or thesis. You should send a draft of this document to your advisor for feedback, and after revising the proposal and in consultation with your advisor, identify a second reader. You should then schedule a brief meeting with your advisor and second reader to discuss the proposal and how the project will move forward; there is no fixed time limit for this meeting, but most run 30-60 minutes. After the meeting, please submit a signed **Proposal Approval** form to the DGS; you will not be allowed to register for HIS 7999 until this form is submitted. If you are writing a thesis, you

must also submit a thesis outline, signed by your advisor. **Deadline:** No later than the semester before enrolling in HIS 7999

### **MA Essay/Thesis Completion**

Your essay/thesis should be completed per the timeline outlined in your proposal. Make sure to build in time for your readers to review your work in draft stage and to address their feedback in your final essay/thesis. **Deadline:** To be determined in consultation with your committee as part of your proposal, but typically a first draft should be submitted to your committee for review at least two months in advance of your defense, and your final draft should be submitted at least ten days before the defense.

### **MA Oral Examination and Essay/Thesis Submission**

An oral examination is the final step before the master's degree is awarded. Students and advisors should be aware that it is their obligation to arrange for the examination well in advance of graduation deadlines. You must have the final draft of the thesis or essay in the hands of each member of the examining committee at least 10 days prior to the date of the examination. The oral examination will be scheduled only at the discretion of your advisor; it may be completed in person or via Zoom, as you and your committee prefer.

The oral examination will be scheduled for one hour and will concentrate on the thesis or essay. Immediately prior to the formal beginning of the examination, in the absence of the student, the advisor and the second reader will determine the order and allotted times for each questioner. Typically, the student will make a 7-10-minute presentation on the essay/thesis and its significance and answer questions from the committee. After the examination, and in the absence of the student, both readers will confer. Both readers must approve the thesis or essay for the student to pass. The student will be informed orally of the results immediately after the examination.

It is your responsibility to bring the Master's **Final Report for Certifying Fulfillment of Degree Requirements** to the defense and ensure that it is signed and submitted to the DGS. Students writing an MA essay should submit a **copy of the title page**, signed by their advisor, at the same time. Students writing a thesis must submit it electronically for a format check by the Graduate School immediately after the defense; please visit the Graduate School website for formatting details and further instructions.

If the student fails the examination, they should consult the advisor to discover the cause of failure; if it is deemed advisable, a second (and final) examination can be scheduled after six months have elapsed.

**Deadline:** The oral examination must be completed, and all paperwork submitted, at least one day in advance of CLAS graduation deadlines, which are posted on the CLAS website.

## Master's Degree in Public History

The **MA in Public History (MAPH)** is a professional degree for students seeking careers in museums, at historical societies or historic sites, in cultural resource management, in nonprofits, in government agencies, and in allied fields. It is also appropriate for secondary school teachers who seek to gain experience in project-based, community-engaged pedagogy. Attainment of the MAPH requires mastery of an area of specialization ("track"), a demonstrated ability to do research in primary sources, and an ability to interpret history for popular audiences.

### MAPH Tracks

Museum Studies

Public Policy

Cultural Resource Management

African American History and Culture

Gender, Sexuality, and Women's Studies

Labor and Urban History

### MAPH Degree Requirements

Students must complete **at least 33 credit hours** in approved graduate courses as specified for their selected track to earn the MAPH, which can be completed in two years of full-time study. Students must pass HIS 7835 and HIS 7855 or HIS 7261 with a B or better to progress in the program.

#### Course Requirements

- HIS 7835, Public History: Theory and Method (3 cr.)
- HIS 7855, Memory and History (3 cr.) or HIS 7261, African American History and Memory (3 cr.)
- HIS 7998, Internship in Public History (3 cr.)
- HIS 7999, Master's Project (3 cr.)
- Methodology course (3-4 cr.)
- Track core course (3-4 cr.)
- History seminar (3 cr.)
- History electives (6 cr.)
- Public History electives (6 cr.)
- Professional portfolio

The course requirements for each track are listed in the [MAPH Curriculum Guide](#), available on the History department's website. All MAPH students are required to complete a 3-credit, 135-hour internship (HIS 7998) that gives them the opportunity to gain professional experience relevant to their track. It is the student's responsibility to identify and secure an internship, though the Director of Public History and Internships will assist in suggesting possibilities. Detailed information on internship requirements can be found in the [WSU Department of History Internship Handbook](#). MAPH students are also required to produce a professional portfolio as part of their degree requirements, as outlined in the MAPH Curriculum Guide.

## **MAPH/MLIS Joint Degree Requirements**

Students in this joint program will earn both an MA in Public History (MAPH) and a Master's in Library and Information Science (MLIS) from the School of Information Sciences (SIS). Graduates of the program enter the workforce with the skills to appraise and describe historical records, create and maintain websites, preserve electronic documents, and communicate with a public audience. Students must complete **at least 33 credit hours in approved graduate courses** as specified for their selected track to earn the MAPH and **at least 36 credit hours in SIS**, 14 credits of which are double-counted for both degrees. This allows dual degree students to obtain both the MA and MLIS after completing 55 credits, rather than the 69 credits required if the degrees were completed independently. If you are pursuing a graduate certificate in Archival Administration, 9 of the 15 hours required for the certificate may be counted toward the joint degree, which means that you will need to complete a total of 61 credits to earn all three. The MAPH/MLIS degree can be completed in 3-4 years of full-time study.

### History Course Requirements

- HIS 7835 Public History: Theory and Method (3 credits)
- HIS 7855, Memory and History (3 cr.) or HIS 7261, African American History and Memory (3 cr.)
- HIS 7998 Internship in Public History (3 credits)
- HIS 7999 Master's Project (3 credits)
- Methodology course selected from among INF 7700, Oral History (3 cr.), INF 7710, Archival Administration (3 cr.), and INF 7440, Scripting (3 cr.) and double-counted as an INF elective
- Track core course (3-4 cr.)
- History seminar (3 cr.)
- History electives (6 cr.)
- Public History electives (6 cr.) selected from among a variety of INF elective courses and double-counted as INF electives
- Professional portfolio

The course requirements for each track are listed in the [MAPH Curriculum Guide](#), available on the History department's website. All MAPH students are required to complete a 3-credit, 135-hour internship (HIS 7998) that gives them the opportunity to gain professional experience relevant to their track. It is the student's responsibility to identify and secure an internship, though the Director of Public History and Internships will assist in suggesting possibilities. Detailed information on internship requirements can be found in the [WSU Department of History Internship Handbook](#). MAPH students are also required to produce a professional portfolio as part of their degree requirements, as outlined in the MAPH Curriculum Guide.

## SIS Course Requirements

- INF 6010 Introduction to the Information Profession (3 cr.)
- INF 6080 Information Technology (3 cr.)
- INF 6120 Access to Information (3 cr.)
- INF 6210 Organization of Knowledge (3 cr.)
- INF 7040 Library Administration and Management (3 cr.)
- INF 7996 Research for the Information Profession (3 cr.)
- INF electives (12 cr.)
- HIS electives (6 cr.)

### **MAPH Project Guidelines**

The culminating experience for the MAPH degree is a Master's Project, completed under the direction of a committee composed of the student's advisor and a second reader, most commonly a second historian or a faculty member from SIS or Anthropology. The MAPH project is analogous in scope to a master's essay (a 35-50-page study), rather than a thesis.

You will develop and execute a project based on original research, which may be entirely new or may grow out of (but not include or duplicate) work completed as part of an internship or other professional experience. After submitting a proposal and receiving approval to proceed from your Committee, you will complete the project, document it for committee review, and compose a companion essay to submit with the project documentation.

The parameters of the project are flexible to accommodate a wide range of student interests. Recent examples include curating a traveling exhibit, creating a digital exhibit, designing a prototype and project management plan for a digitization project, and developing an interpretive plan for a museum. Other possibilities might include conducting an oral history project, completing a National Register nomination, developing a finding aid for a collection, or creating educational materials for a museum. To the extent possible, we encourage students to pursue a "real world" project in partnership with a history organization. In most instances, this will involve shared authority—i.e., demonstrating that you can identify and collaborate with relevant community stakeholders.

You should begin planning your project as early as possible. Students who intend to complete the degree in two years should submit their proposal at some point in their third semester in the program with the goal of having an approved proposal in advance of enrolling in HIS 7999 and completing the project in the fourth semester. In some cases, projects may extend into the summer following the fourth semester. We recognize that many students enroll part-time or find it necessary to interrupt their studies, and this schedule is flexible and can be adjusted in consultation with your advisor if you do not plan to complete your degree in two years.

### **MAPH Project Proposal and Proposal Meeting**

You must write a 750-1000-word proposal, developed in consultation with and approved by your committee. The proposal should include a brief project description, identify the need for and relevancy of the project, describe the scope of work and methodology you will use, identify any collaborators and their roles, and outline a timeline for completion. You must also append a preliminary annotated bibliography of primary and secondary sources; this should document any archival research you have already completed or oral histories you may have conducted for other projects and plan to use for your MAPH project. You should send a draft of this document to your advisor for feedback, and after revising the proposal and in consultation with your advisor, identify a second reader. You should then schedule a brief meeting with your advisor and second reader to discuss the proposal and how the project will move forward; there is no fixed time limit for this meeting, but most run 30-60 minutes. After the meeting, please submit a signed **Proposal Approval** form to the DGS; you will not be allowed to register for HIS 7999 until this form is submitted. **Deadline:** No later than the semester before enrolling in HIS 7999.

### **MAPH Project and Essay**

Your project should be completed per the timeline outlined in your proposal, with the understanding that timelines on “real world” projects will sometimes change for reasons beyond your control. Make sure to build in time for your readers to review your work in draft stage and to address their feedback in your final project.

You must write a 3,500-word essay that describes the historical context for the project and its significance, situates it in the relevant theoretical and methodological literature, explains the choices you made while completing the project, discusses collaborative aspects of the project, details challenges you faced and how you addressed them, and outlines remaining work required to realize the project. Append your project documentation to the essay; in some cases, and with advisor approval, the nature of the MAPH project may lend itself to incorporating the essay into the project documentation. Your essay must adhere to CLAS’s Guidelines for Master’s Essay. Please submit a copy of the final essay to the Director of Public History via email in advance of graduation.

**Deadline:** To be determined in consultation with your committee, but typically a draft should be submitted for review at least two months in advance of defense and the final essay should be submitted at least two weeks in advance of the defense.

### **MAPH Oral Examination and Project Submission**

An oral examination is the final step before the MAPH degree is awarded. Students and advisors should be aware that it is their obligation to arrange for the examination well in advance of graduation deadlines. You must have the final draft of the project documentation and the essay in the hands of each member of the examining committee at least 10 days prior to the date of the examination. The oral examination will be scheduled only at the



discretion of your advisor; it may be completed in person or via Zoom, as you and your committee prefer.

The examination will be scheduled for one hour and will concentrate on your project and essay. Immediately prior to the formal beginning of the examination, in the absence of the student, the advisor and the second reader will determine the order and allotted times for each questioner. Typically, the student will make a 7-10-minute presentation on the essay/thesis and its significance and answer questions from the committee. After the examination, and in the absence of the student, both readers will confer. Both readers must approve the project and essay for the student to pass. The student will be informed orally of the results immediately after the examination.

It is your responsibility to bring a copy of the **Master's Final Report for Certifying Fulfillment of Degree Requirements** to the defense and ensure that it is signed and submitted to the DGS. You must also submit a **copy of the essay title page**, signed by your advisor, at the same time.

If the student fails the examination, he or she should consult the advisor to discover the cause of failure; if it is deemed advisable, a second (and final) examination can be scheduled after six months have elapsed.

**Deadline:** The oral examination must be completed, and all paperwork submitted, at least one day in advance of CLAS graduation deadlines, which are posted on the college website.

## **PhD in History**

The Doctor of Philosophy (PhD) in History is an academic degree and the culmination of a historian's academic training. Traditionally, doctoral study prepared students to teach and conduct research as tenure-stream faculty members at colleges and universities. Over the past several decades, changes to the structure of higher education have resulted in significantly fewer full-time, permanent teaching positions. Increasingly, PhDs are seeking work outside of the academy. Our doctoral program prepares students professionally for both academic and non-academic careers. Recent graduates work in publishing, academic administration, and nonprofit organizations as well as at research universities, community colleges, and private secondary schools.

Attainment of the PhD requires mastery of three historical fields and a demonstrated ability to conduct original research. Students must complete substantial coursework, satisfy the university's Responsible Conduct of Research requirements, demonstrate skill area competence, pass qualifying examinations, prepare a prospectus, and write and defend a dissertation. The program is highly individualized and designed to allow you to tailor your course of study to your research interests and professional goals.

Completing the PhD typically involves at least four years of full-time study for students entering with a master's degree and at least six years for students entering with a bachelor's degree. Students who are admitted without a master's degree are encouraged to earn an MA by completing a thesis or essay as part of their coursework.

### **Course Requirements**

You are required to complete 90 credit hours: 60 credits of *regular coursework*, at least 51 of which must be in HIS classes, and 30 *dissertation credits* in doctoral candidate status courses. Credits earned in pre-candidacy research (HIS 9990) or candidacy maintenance (HIS 9995) do not count toward the required 90 credit hours.

- HIS 7830, Methods and Research in History (3 cr.), normally taken in the first fall semester of enrollment
- HIS 7832, History Practicum (3 cr.), normally taken in the first or second winter semester of enrollment
- At least four 8000-level HIS research seminars (12 cr.)
- At least 15 additional credits in HIS classes numbered 7000 or above
- HIS 9991, 9992, 9993, and 9994 (7.5 credits each), Doctoral Candidate Status I-IV

Students must pass HIS 7830 and HIS 7832 with a B or better to progress in the program. Students enrolled full-time should plan to complete regular coursework in three semesters if they enter the program with a master's degree and six semesters if they enter with a bachelor's degree only.

### **Responsible Conduct of Research**

All WSU PhD students must complete a program of interdisciplinary training on the [Responsible Conduct of Research \(RCR\)](#). Training is delivered through three distinct modules, all of which should be completed in your first year: Online RCR training using the Collaborative Institutional Training Initiative (CITI) system; online presentations focused on WSU-specific resources related to RCR; and discipline-specific instruction delivered by the student's department or program, fulfilled for History students by completing HIS 7832 with a B or better.

### **Skill Area Competence**

All History PhD students must demonstrate Skill Area Competence in three fields outside of traditional academic history, in accordance with the department's commitment to fostering professional development. The three skill areas are to be determined jointly by the student and their advisor and should clearly advance the student's research and/or career goals. Students should initially submit the Skills Acquisition (proposed) form with the Plan of Work. The Skills Acquisition (final) form, signed by the student's advisor and certifying completion of all three skill areas, should be submitted to the DGS concurrent with the Recommendation for Doctor of Philosophy Candidacy Status form, after the student completes the qualifying

examination. European History students must demonstrate proficiency in at least one foreign language as one of their three skill areas.

The possibilities for skill acquisition are intentionally quite broad—they are meant to allow students considerable flexibility in tailoring the doctoral program to their individual needs and goals. Possible skill areas include (but are not limited to) foreign language study (including coursework, immersion programs, and language exams), anthropology, sociology, political science, literature, urban planning, digital humanities, history communication, museum studies, non-profit management, fundraising, archival administration, union organizing, oral history, statistics, and grant writing. Skill area competence may be demonstrated through an exam, an internship, or successfully completed coursework in a given area. Language exams serve as one possibility, as do classes in a field outside of history, though neither is required. In order to facilitate skills acquisition, students may count up to nine credits of non-HIS coursework toward their doctoral degrees.

Doctoral students are encouraged to study other languages as research tools, as avenues for understanding the history of another culture, and as a means of communicating within the larger scholarly community. Students who wish to fulfill a skill area by passing a foreign language examination should contact the DGS in the Department of Classical and Modern Languages, Literature, and Culture (CMLLC) to arrange an exam.

### **Qualifying Examinations**

All PhD students must pass written and oral qualifying examinations (often called “quals” or “comps”) to continue in the program. The purpose of quals is to evaluate your preparation to teach in three distinct fields of history. You will be examined in two major fields and one minor field, selected from the list below. Typically, students are examined in two geographical fields and one topical field, but with the permission of their advisor they may choose two topical fields in addition to their primary geographical field. In evaluating your examinations, your committee members look for evidence of sufficient oral and written facility, and sufficient mastery of historiography, to teach college-level courses. You should work with your advisor to determine your exam fields early in your degree program and take coursework in all three fields to prepare. If your committee members offer courses in your fields, you should probably take them.

Quals are composed of three separate written examinations followed by a comprehensive oral examination. You will be asked to answer three questions for a major field exam and two questions for a minor field exam. The number of questions you are given to choose from will vary by examiner. Beyond this standard examination format, quals are tailored to student interests and highly individualized; it is important to consult with each examiner at an early stage make sure you understand their expectations.

Your first step in preparing for quals is to assemble a committee of three faculty members, including your advisor, to administer the examinations. In consultation with your examiners,

you will develop separate reading lists for each examination field. You should expect to include 70-100 books and related articles for each major field and 40-50 books and related articles for the minor field; some readings may appear on more than one list. The method of creating each reading list is at individual examiners' discretion. One examiner may provide you with a reading list and expect you to work through it, another might ask you to construct an initial list on your own and give you feedback on it, while a third may give you a partial reading list and instruct you to add additional texts. Additionally, your examiners may or may not expect to meet regularly with you to discuss your progress on your reading list, ask you to draft potential questions, suggest you take a practice exam, or set other expectations for how you prepare for the exam they will administer. Please note that many faculty members will only administer qualifying exams during the academic year and not during the summer. You must complete 50 credits of regular coursework before taking quals. You may, however, begin preparing for your exams before you reach 50 credits; please consult with your advisor about doing so. In a common scenario, you might complete coursework in the winter, spend a summer reading independently for quals, and complete the exams the following fall. However, you may, with your advisor's support, elect to begin your preparation earlier and take quals at the same as you are completing your regular coursework. Doing so will allow you to progress more quickly through the program. If you have finished your regular coursework and plan to take your exams over the course of a semester, you may register for the first semester of dissertation credits (HIS 9991) while completing quals. You must pass your exams during the term; if you do not, you will have to re-take HIS 9991.

## **Examination Fields**

### **Geographical**

North America  
United States (combined exam)  
Early America to 1877  
United States Since 1877  
Europe (combined exam)  
Early Modern Europe  
Modern Europe  
World/Global  
Latin America  
Medieval Europe  
Modern Africa  
Modern East Asia

### **Topical**

African American  
Citizenship  
Constitutional and Legal  
Foreign Relations  
Gender, Women, and Sexuality  
Immigration and Ethnicity  
Labor  
Native American  
Public History (minor field only) \*  
Science, Technology and the Environment  
Urban

*\*Students pursuing a minor field in public history are required to take HIS 7835 and HIS 7855 and complete an internship. The internship evaluation and a professional portfolio will be substituted in place of the reading list and a formal written exam.*

## Written Examinations

All three written exams must be completed within four months. Each committee member writes the questions for the field in which they will examine you, and they are prohibited from providing you with a final list of questions prior to the exam. Your committee member will review your examination and, within one week, inform you and your advisor whether you have passed or failed. Committee members must also provide comments on your written exam prior to your oral examination. You may proceed to the oral examination only if you pass all three written exams. If you fail one written exam, you must retake (and pass) the exam within sixty days, or you will be dismissed from the program. If you fail two or more written exams on the first try, you will be dismissed from the program.

Written exams may be taken either in a timed format, administered within the History department, or in a take-home format. The format must be the same for all three fields. If you opt to take exams in a **timed format**, you must do so in an unused space in the department. You will have five hours to complete each major field exam, and three hours for the minor field. There is no word limit, and while you are encouraged to make reference to specific authors and/or texts by name, you do not need to include citations. You will be allowed to refer to a copy of your reading list for the field in question but may use no other aids. If you opt for the **take-home format**, you must complete the exam for each field within 48 hours. The answer to each question should not exceed 2000 words, exclusive of footnotes. You may use books and notes, you may quote directly from sources, and you must cite all sources and include a full bibliography of all sources cited. Email your completed take-home exam to the relevant committee member and the DGS at the end of 48 hours. The DGS will use Unicheck to review all take-home exams for plagiarism and provide a copy of the report to you and your committee member.

## Oral Examination and Candidacy

The oral exam must be taken within 60 days of completing the written exams; it may be completed in person or via Zoom, as you and your committee prefer. Your advisor will make arrangements for the oral examination, in consultation with you and your committee members. Your oral examination will be scheduled for no more than two hours. The committee may ask you to defend or elaborate on your answers to written exam questions, address questions you were asked but did not answer in the written exam, discuss how your intended research project fits into the current state of the historiography, and inquire about progress on your dissertation. The committee will meet briefly without you to assess your performance in the oral examination and inform you whether you have passed or failed. If you fail the oral exam, you will be dismissed from the program. Immediately following your successful completion of quals, you must file three forms:

1. The Graduate School **Report on Oral Examination form**, which confirms that you passed your exam
2. The Graduate School **Recommendation for Candidacy Status**, which constitutes your dissertation committee and requires the signature of all four of your dissertation

committee members, who may or may not be the same as your qualifying exams committee

3. The History department's **Skills Acquisition form (final)** certifies your successful completion of all three skill areas. The DGS will not approve your candidacy form unless the Skills Acquisition form (final) has been submitted.

Doctoral candidacy is the equivalent of ABD ("all but dissertation") status, indicating that only the dissertation and its defense remains outstanding in the list of requirements for the degree. To become a PhD Candidate, you must assemble a four-member dissertation committee. The dissertation committee may or may not include all three members of your quals committee. Three committee members must be History faculty (two must be from our department; one may be from another institution) and one must be from another department and/or discipline (often representing one of the student's skill areas outside History; this member also may be on the faculty of another institution).

## **The Dissertation**

### **Dissertation Credits and Maintaining Matriculation**

After your candidacy request is approved, you may begin to take your dissertation credits (HIS 9991-9994). You must register for these courses across four consecutive fall and winter semesters; if you fail to do so, you will be considered withdrawn from the program. As you complete your dissertation credits, you will receive a deferred grade (Y). All four grades will be changed after you successfully defend your dissertation. You must [request an override from the Graduate School](#) via the Forms portal to register.

If you complete all 30 hours of dissertation credits without defending your dissertation, you must maintain matriculation (i.e., your full-time status and access to University resources, including the library) by enrolling in Candidate Maintenance Status (HIS 9995) each semester until you graduate. You must [request an override from the Graduate School](#) via the Forms portal to register.

### **Dissertation Prospectus and Prospectus Meeting**

Before you begin your dissertation, you will first write a prospectus, which your committee must approve at a prospectus meeting. Your prospectus must be approved within six months of achieving candidacy; if you cannot meet this deadline, you and your advisor must request an extension, or you may be dismissed from the program.

The dissertation prospectus defines—in chronological, geographic, and theoretical terms—your dissertation topic. It proposes a tentative argument or hypothesis, explains the context and rationale (both historical and historiographical) for the dissertation, articulates the significance of your research (i.e., answers the "So What?" question), specifies actual and potential sources and methods, and outlines preliminary dissertation chapters. Your research, interpretation, and findings may develop differently from the way you present it in

dissertation prospectus, but the prospectus establishes a road map for you to use as you move forward. Students will normally have the opportunity to write a draft prospectus in HIS 7830; even if your dissertation topic changes after you complete the course, the exercise will help prepare you to write a prospectus for your final topic.

After you have drafted your prospectus, shared it with your advisor, and edited it based on your advisor's feedback, you should submit the prospectus to your entire committee for review and further revision. After your prospectus has been fully revised, you should arrange an approximately one-hour meeting with all dissertation committee members. The prospectus meeting is not an examination, but rather an opportunity for the committee to provide you with additional resources and guidance as you move forward in your doctoral research. Bringing the whole committee together at this point in the process allows for the exchange of ideas and consensus among its members on the project itself and the proposed plan for carrying it out. Your advisor will preside over the meeting and facilitate a discussion about research methods, sources, recent or relevant scholarship, and bodies of theory. If your advisor believes that the prospectus needs additional revision, they will inform you at the end of the meeting and establish a deadline for completion of the revisions. Once the dissertation prospectus has received the approval of the dissertation committee, the entire committee must sign the **Prospectus and Record of Approval form** and a **Conflict of Interest form**.

### **Dissertation Guidelines**

After completing qualifying exams, advancing to candidacy, and submitting an approved prospectus, your final requirement is to research, write, and defend your dissertation. Writing a dissertation is major undertaking; however, researching and writing your dissertation will ideally take no more than three years beyond the completion of your regular coursework. History dissertations follow the Chicago Manual of Style and typically run 250-400 double-spaced pages. Your dissertation must be based substantially on primary sources. The precise nature of your research will be guided by your field, your topic, and your research questions. Many projects will require research in one or more archives, which may necessitate domestic or international travel. Other projects might rely primarily on published primary sources or digitized archival records. You will work with your advisor to determine the appropriate sources for your project and develop a research plan. There are some university and department resources to [support research travel](#), but we expect *all* of our doctoral students to apply for external funding to support research and writing the dissertation.

The Graduate School [procedures for formatting, defending, and submitting your dissertation](#) are numerous and can be confusing, so you should make sure to familiarize yourself with all requirements at the beginning of the academic year in which you expect to graduate. The Graduate School's [list of completion deadlines](#) will be especially helpful. Please note that you must, by the end of the fourth week of the term in which you plan to graduate, file an application for graduation via Academics and submit the Dissertation Title and Previous Degrees form.

Where the Graduate School's thesis and dissertation format templates and the Chicago Manual of Style disagree, the Graduate School's template takes precedence. The dissertation must include a full bibliography. The Graduate School often requires many formatting corrections, so you are well served by submitting your draft well in advance of the deadline. Failure to submit the draft in a timely manner could delay graduation.

You are not required to obtain Institutional Research Board (IRB) approval prior to beginning or during your research if you plan to conduct interviews or oral histories; history as a discipline is exempt from these rules. However, [IRB guidelines](#) and the Oral History Association's [Best Practices](#) are helpful for structuring your interview questions and you should follow them even though your project does not require IRB approval.

### **Dissertation Defense and Submission**

When you have completed your dissertation and your committee agrees that you are ready to defend it, you may schedule your dissertation defense; it may be completed in person or via Zoom, as you and your committee prefer. If you choose a Zoom defense, please coordinate with the History Office Manager to create a link. The dissertation committee conducts the defense, chaired and moderated by the dissertation advisor (you may also request the Graduate School appoint an independent faculty moderator for the defense).

You will need to complete a significant amount of paperwork leading up to the defense, most of which must be completed at least two weeks in advance of the defense date. Please [consult the Graduate School website for current requirements and deadlines](#).

The dissertation defense is open to the public and must be publicized at least two weeks in advance to the university community; you should create a graphic containing the relevant information and email it to [historyevents@lists.wayne.edu](mailto:historyevents@lists.wayne.edu) and [phdstudents@wayne.edu](mailto:phdstudents@wayne.edu).

You will open the defense with a brief presentation on your research and findings, followed by questions and comments from your committee. After the committee has concluded its questions, the audience may be invited to ask questions. When the question and comment period has ended, the committee will leave the room (or remove itself to a Zoom breakout room) to deliberate. After deliberations have concluded, the committee will return and inform the student whether they have passed the defense. Doctoral students who are in the writing stages of their degree are especially encouraged to attend dissertation defenses to prepare for their own.

After passing the defense, you must submit the final draft of your dissertation and all other paperwork listed under [Final Graduate School requirements](#) on the Graduate School website. Make sure to familiarize yourself with the required forms and their deadlines before your defense.