

GRADUATE HANDBOOK

DEPARTMENT OF HISTORY

COLLEGE OF ARTS AND SCIENCES
Western Michigan University



Updated Fall 2026

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INTRODUCTION

The WMU Department of History is committed to being an inclusive educational department. We strive to treat every member with dignity, respect, and support. Discrimination or harassment is a serious form of professional misconduct and should be reported to the department chair and relevant university administration as soon as possible.

WMU Office of Diversity & Inclusion
<https://wmich.edu/diversity/about>
269-387-6313

WMU Office of Institutional Equity
<https://wmich.edu/equity>
269-387-6316

This handbook supplements information in the current Graduate Catalog about programs, courses and faculty in the Western Michigan University Department of History. Neither this handbook nor Graduate College publications can answer every question or provide up-to-date information about every matter pertaining to graduate education in History. This is the 2024 version; if you were admitted to the program under a previous version of the Handbook, you may follow the guidelines in that version, or you may use this one. New academic and professional opportunities as well as potential sources of financial assistance for graduate students continually appear. Once enrolled in a department program, be certain to consult regularly with your Supervising Professor (SP), the department's Director of Graduate Studies (DGS) and, as you advance in your program, with members of your examination, thesis or dissertation committees. You can also learn a great deal by participating regularly with the activities of the History Graduate Student Organization (HGSO); the department office can put you in touch with current HGSO officers. The Graduate Student Advisory Committee (GSAC) of the Graduate College also is an important source of information.

The Director of Graduate Studies is available during office hours and by appointment during the regular academic year. The Department Chair is available during most of the calendar year by appointment. Written, telephone and electronic inquiries from active and prospective graduate students are most welcome at all times. Regular consultations with the History Department website: <<http://www.wmich.edu/history>> and the Graduate College website: <<http://www.wmich.edu/grad>> will answer many questions, provide needed forms and suggest opportunities.

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ABBREVIATIONS USED IN THIS HANDBOOK:

DGS=Director of Graduate Studies

SP=Supervising Professor

GSC=Graduate Studies Committee

HGSO=History Graduate Students Organization

MASTER OF ARTS IN HISTORY (30 hours)

Three courses of study are available to students enrolling in the MA in History program:

(1) General Option, (2) Thesis Option, and (3) Public History Option.

All students accepted into the MA program in History are assigned to a **Supervising Professor (SP)** or to a preliminary adviser who will offer advice in choosing a SP. The SP will advise the student in selecting courses and setting language requirements which will fulfill the requirements of the option the student has selected.

Graduate Student Permanent Program. At the end of the second semester of residence or no later than after the successful completion of 12 hours of graduate course work, all MA candidates must meet again with the SP and DGS to review their progress and to approve their Graduate Student Permanent Program-Master's Level. The Registrar's Program form is available online at <http://www.wmich.edu/registrar/students/forms>. Once completed in consultation with the SP and signed by the student, the form will be approved and signed by the DGS, who will place it in the student's permanent file; the form will also be filed with the Graduate College and the Registrar. Thereafter an annual review of the student's progress will be made by the departmental GSC. Students may be asked, or may request, to meet with the DGS or GSC as part of this review. When the student has completed the course of study, and passed the MA Examination or defended the Thesis, the Graduate Student Permanent Program Master's Level form shall be updated and reviewed by the student and Supervising Professor, signed by the DGS, filed with the Registrar and added to the student's permanent file.

Requirements for all MA candidates

Theory and Methodology. Historiography (HIST 6010, 3 hours) is required of all students in the MA program. At least one course (over and above 6010) in historical theory and methodology is required. Students should consult their SP and the DGS to identify appropriate courses to fulfill this requirement.

Readings and research course work. All MA students must complete a minimum of two graduate level seminars in related fields; the SP and the student's Committee may require additional specific coursework. Students may register more than once for the same umbrella readings course and research seminar, provided that the course topics differ; students are encouraged to enroll in courses taught by various faculty members. As a guideline, readings courses focus on building bibliographic and historiographic knowledge; a research seminar is focused on the production of an original piece of research, usually based on primary sources.

Course Levels. MA candidates are eligible to register for 5000, 6000, and some 7000 level courses. At the 6000 and 7000 levels, students are expected to be capable of original research, which may include research in

languages other than English. Some 4000-level courses may be applied toward fulfillment of MA requirements with the prior written permission of the SP and the DGS. Forms are available from the DGS or online at <http://www.wmich.edu/grad/forms> or at <http://www.wmich.edu/history/forms>.

Maximum Enrollment in Courses Outside of History. Students engaged in the MA program in History are permitted to take up to six hours of coursework outside the History Department (foreign language courses excepted). Students wishing to enroll in courses outside of History must complete the Department's Approval Form for Graduate Courses not in History. (form at <http://www.wmich.edu/history/forms>). Upon petition to the Graduate Studies Committee, students may be permitted to take an additional course outside of department course offerings.

Independent Study Courses (History 6200, 6500, 7100, 7120, 7350). Independent Study Courses are available to enhance a student's program of study. They should be carefully planned and agreed on by the student, the instructor (who must be a member of the Graduate Faculty), and the student's SP. To register for these courses students obtain a form at <http://www.wmich.edu/history/forms> (or from the DGS) and complete it with all required signatures. Copies of the form are distributed to the Department office, the instructor, the student's file, and the student. The actual registration is done in the History Department office. Make every effort to register for these courses well before the semester or summer session begins.

Transfer credits. With the prior approval of the SP and the DGS, courses taken outside the History Department may be applied to the program. Up to six transfer credit hours from other universities may be applied toward the MA.

Incompletes. These are temporary grades intended to indicate that illness or other circumstances beyond the student's control prevented completion of course requirements by the end of the semester or session. If the Incomplete grade is not changed within one calendar year, it automatically becomes a failing grade. Graduate students should avoid Incomplete grades except in cases of emergency. The accumulation of such grades can seriously impede progress in the graduate program. The DGS and the GSC carefully monitor the progress of students with Incomplete grades on their transcripts.

Annual Review. The GSC assesses the progress of each student annually. As part of its annual assessment of students' progress in the program, the GSC reviews the student's grades, Graduate Student Activities Report (see below), and all relevant program forms. Students may be asked, or may request, to meet with the DGS or GSC as part of this review.

Graduate Student Activities Report. As part of the annual review, all students enrolled in the MA program are required to submit each year an annual Graduate Student Activities Report (GAR), adhering explicitly to the format indicated in the Appendices to this handbook. During a student's first year the GAR is due on January 15; for all subsequent years the GAR is due October 15. The report shall include all relevant activities undertaken in the previous calendar year and will identify progress in the course of study outlined in the Graduate Student Permanent Program. In the case of funded students it should also include all Teaching and Research Assistant evaluations and a report of academic and employment obligations in addition to those required by the award. The purpose of such reporting is to enable the SP, the DGS, and the GSC to better monitor students' progress through the program and to facilitate timely completion of degrees. The GAR—

complete with cover sheet, statement from the SP, and signatures by the student and SP—is submitted to the DGS for inclusion in the student’s permanent file. The cover sheet for the GAR is available at <http://www.wmich.edu/history/forms>.

Language Requirements. Requirements for proficiency in languages other than English vary by option (see below). Proficiency in a modern language allows students to read scholarship in that language, conduct research in a foreign language, and follow developments in a particular field. Proficiency in a medieval or ancient language allows students to read primary texts from earlier periods of history. The specific language requirements for each student will be indicated by the student and SP on the Specification of Language Requirements form (available at <http://www.wmich.edu/history/forms>), which will then be submitted in the student’s first-year annual Graduate Student Activity Report. The language requirement shall be approved by members of the Examination or Thesis Committee when these are appointed. The language proficiency requirement must be completed before the student may register for Thesis credit or sit an MA Examination. If more than one language is required, proficiency in one language must be demonstrated by the end of the first year of graduate study. Students who wish to present American Sign Language as a foreign language may do so.

Proficiency in a required language may be demonstrated using one of the following methods:

- Student is bilingual natively (to be confirmed by successful translation examination testing via the appropriate WMU language department, see below)
- Student has language studies equivalent to successfully completing the second year, second semester in a language (4 semesters or equivalent) as part of their undergraduate major or minor (as demonstrated by their official transcript) This method is only open for five years after completion of the BA/BS undergraduate degree.
- Students may also take undergraduate coursework in a language. Students enrolled in the doctoral program, MA thesis track, or MA public history option who complete coursework at WMU demonstrating proficiency by attaining a grade of B in a 2010 or other appropriate fourth semester course (such as Latin 3240, 5010, or 5600 at the time of this writing) satisfy this requirement. Students enrolled in MA general option track who complete coursework at WMU demonstrating proficiency by attaining a grade of C or better in a 2010 or other appropriate fourth semester course (such as Latin 3240, 5010, or 5600 at the time of this writing) satisfy this requirement.
IMPORTANT: graduate students do not register for undergraduate courses in any language under the number listed in the catalog. Instead, graduate students enroll, with permission from the instructor, in FREN, GERM, LAT, or SPAN 5020. The course number 5020 is a placeholder created for graduate students to receive graduate credit while enrolled in undergraduate language courses.
- Two-course graduate reading proficiency sequences are offered in French and German (course numbers 5000 and 5010) in alternate summers. These two courses are designed for graduate students who have little to no previous experience in either language. By passing French or German 5000 and 5010 with a B or better, students will have fulfilled the foreign language requirement. Note that Spanish offers such a course (5020) in Summer 1 but it is only appropriate for students who have previously completed a minimum of one year of collegiate Spanish.
- Year-long courses in Old English and in Old Norse-Icelandic are offered by the English department in alternating years. Students who pass both semesters with a B or better will have fulfilled the foreign language requirement.

- For a required language not offered regularly by either the WMU World Languages & Literatures or the Spanish department, a student may complete coursework, by attaining a grade of B or better in an appropriate fourth semester course through an alternative accredited university program, such as Middlebury College, Columbia, or Indiana Universities.
- Translation Exam. Students who have studied a world language before or who place into a 3000-level course based on their performance on a language placement exam may wish to choose this option. The Department of World Languages and Literatures (WLL) and the Department of Spanish will offer translation exams twice a year once in October and once in March.

To arrange the translation exam:

- The student and their SP will ensure that the correct materials for the translation exam are transmitted to the correct examiner in the language department at least one month prior to the examination.
- The student's SP or an alternate History Department faculty member is to provide the examiner with three primary texts and three secondary works (i.e., scholarly or critical ones)—all originally written in the language of choice.
- The student should notify the DGS and Chair of the History department that the examination will be taken at least one week before the examination, so that payment may be made on the student's behalf for the translation exam. The History department will pay for the first test in a required language, but the student pays for the second (retest) translation exam.
- The translation exam itself consists of two passages, each 300-400 words. One passage will come from a primary source, the other from a secondary source. The student will have three hours to translate the texts and should bring a hardcopy dictionary to the exam.
- Communication of results: The faculty member overseeing the exam notifies the DGS about the results. The DGS will notify students about their results once the exams have been graded by the language faculty [if the student is notified instead, they should forward the email to their SP and DGS].

Language courses ordinarily do not count toward program hours needed for graduation, with the exception of LAT 5600, which may do so (see below under Thesis Option, Proficiency in Latin).

Change of MA Program Option. Students may change among any of the three MA program options with the approval of the DGS and SP. Failure to form a Thesis Committee and present an acceptable Thesis proposal to the Department, including all required paperwork and signatures, before the completion of 18 hours of coursework (or by the end of the third semester of full-time enrollment in the program of study) will result in the student's transferal to the General Option track. Students who fail to produce a satisfactory Thesis may count completed course work (except Thesis hours) toward a General Option degree. Students may change from the General Option or Public History Option to the Thesis Option by filing the appropriate form, with all required signatures. In some cases, a program change may require the student to take appropriate additional coursework.

Requests for Travel for Research and Professional Development. The History Department has limited funding to support students' travel for thesis/dissertation research and professional development. Details and the criteria used by the GSC to evaluate funding requests are outlined in the Appendices.

General Option (30 HOURS)

Language Requirements. The SP and Examination Committee may require a student to demonstrate facility in at least one language other than English appropriate to that student's course of study, to be determined in consultation with the SP and Examination Committee. Students specializing in Medieval History are required, at a minimum, to demonstrate facility in reading Latin and one apposite modern language. Students in Ancient History are required, at a minimum, to demonstrate facility in reading Latin or Greek and one apposite modern language.

MA Examination. Students in the General Option MA program must, at the conclusion of their studies, pass an MA examination on materials covered in their course work. Examination Committee members with whom the student has had limited formal course work may assign limited additional readings. The written examination may be taken only after the completion of at least 24 hours of course work and may, if the Examination Committee so mandates, be followed by an oral examination.

Examination Committee. The Examination Committee, to be formed in consultation with the SP and the DGS, shall consist of at least three members of the Graduate Faculty; if appropriate to the student's course of study, Graduate Faculty from outside the Department may be included. This Committee, chaired by the SP, guides the student in preparing for the examination. Students should consult their SP as early in their program as possible regarding the composition of this Committee. Final selection of the Examination Committee shall take place in the second semester of residence and no later than at the completion of 15 hours of graduate course work. Once the Examination Committee has been formed, the student is responsible for filing with the DGS an MA Examination Committee Form signed by all Committee Members. This form becomes part of the student's permanent record. Students who wish to present American Sign Language as a foreign language may request the GSC to consider their proposal.

Examination Registration. Registration is required for the MA Examination. Students may register for the examination after completing HIST 6010, the readings/research seminar sequence, and at least 18 course hours applicable to the Master of Arts degree. Examination registration forms are available at <http://www.wmich.edu/history/forms> or from the DGS. The form must be initialed by each member of the examination committee and signed by the DGS, who will, as part of the registration application, verify the student's eligibility to sit the examination. Registration for the examination must be filed with the DGS and the Graduate Studies Committee at least one month prior to the date of the MA examinations. Departmental computers and storage devices are available for use but must be reserved in advance.

Examination. Examination questions are prepared by each member of the Committee. Exams are usually composed of one equal section for each Committee member, often containing a choice of questions. One hour for each Committee member's section is the typical length of exams. All committee members evaluate the written examinations. The SP, as Chair of the Examination Committee, will provide results in writing to the student and to the DGS, usually within one week of the examination. At the Committee's discretion, an additional one-hour oral examination may be scheduled within thirty days of the written examination. Each examiner assigns a grade of high pass, pass, low pass, or fail. If one or more committee members issues an evaluation of "fail," the student must retake the entire examination. If the second examination results in one fail and the rest passes, the student will receive a "low pass" on the basis of the majority evaluation. If the

second examination results in more than one evaluation of “fail” the student will be dismissed from the program without a degree. The same evaluation system, and provision for repeating in the event of failure, applies to oral examinations as to written examinations. After the conclusion of the Examinations, the Committee Chair will submit the Examination results forms, along with the examination questions and responses, to the DGS, who will place the entire packet in the student’s file and forward a copy of the overall Examination results form to the Registrar.

Thesis Option (30 Hours)

Language Requirement. All Thesis Option MA students must demonstrate facility in at least one language other than English appropriate to that student’s course of study. Students who wish to present American Sign Language as a foreign language may request the GSC to consider their proposal. The SP, with the concurrence of the thesis committee, sets the language requirements for each student’s chosen course of study (see Requirements for all MA candidates, above). Ancient and Medieval History majors are required to choose at least one ancient language appropriate to their curriculum and one modern language. Any student whose curriculum requires two (or more) languages must provide evidence of proficiency in one of the required languages by the end of the first year of graduate study.

Proficiency in Latin for Thesis Option students in Medieval History is to be demonstrated by earning a grade of B or better in LAT 5600: Medieval Latin. Students meeting this standard may count the credit hours for LAT 5600 toward their degree program. Students earning a grade of CB or lower in LAT 5600 may choose to enroll in the course again when it is next offered. Those students must be continuously enrolled in a fourth-semester Latin course and may not enroll for thesis credit (HIST 7000 MA Thesis); they may, however, present their thesis proposal. If the student elects not to retake LAT 5600, that student will be transferred to the General Option. Whether to count the LAT 5600 credit hours for those students’ programs is left to the discretion of the DGS.

Students in Ancient History must provide evidence of proficiency in Latin or Greek at the fourth-semester level before they may enroll for thesis credit, but not before they present their thesis proposal.

Any student who has completed 30 credit hours of course work but has not fulfilled the language requirement will be transferred to the MA General Option.

Course requirements. Major Field (9-12 Hours): Major field designates a broad field of specialization developed around related lecture and readings courses and research seminars. At least two seminars in that field are required. The SP will advise the student in the selection of appropriate courses.

Thesis: (6 Hours) A thesis represents original research and a substantial investigation of a subject within the student’s major field of study. At the beginning of their second term, students should consult their SP regarding the formation of a Thesis Committee. This Committee consists of a Chair (ordinarily the student’s SP) and at least two other Graduate Faculty who have expertise in the major field or in related fields. If appropriate to the thesis subject, Graduate Faculty outside the department may be members of the Committee. Overall direction of the thesis lies with the Chair of the Thesis Committee. If the SP is not to be the chair of the Thesis Committee, the supervisory role is ceded to the Chair of the Thesis Committee. The formation of the Thesis Committee requires the submission of the Notification of Appointment to a Dissertation, Project,

or Thesis Committee form, with all required signatures. The form is available at <http://www.wmich.edu/grad/forms>.

Thesis Proposal. Once a thesis topic has been chosen in consultation with the SP and the Thesis Committee, the student is required to submit a written thesis Proposal. This shall be done by the end of the student's second semester of residence (after successfully completing 15 graduate hours) or, at the latest and without exception, by midterm of the third semester of enrollment.

The Proposal shall consist of a narrative and a bibliography. The narrative portion should be roughly three thousand words in length, and must include: a statement of the thesis; a survey of scholarly work on which this thesis will build; a description of the methodology to be followed; and a statement of the contribution the thesis is intended to make to scholarly research. The preliminary bibliography shall be created by the student in consultation with the SP and Thesis Committee. The Proposal shall be submitted in writing to members of the Thesis Committee, who may require changes. Once the Proposal has been provisionally approved by all members of the Committee, the student is required to make an oral presentation of the proposal to the Committee. The DGS and department chair are the only permitted outside observers. The Thesis Committee may request modifications at the conclusion of the presentation. At the end of a successful presentation, or acceptable revision, the student and Committee must submit the Dissertation, Thesis, or Special Project Proposal Approval Form, available at <http://www.wmich.edu/grad/proposal-approval>. This form, which is signed by all committee members, is forwarded to the DGS, who shall place one copy in the student's permanent record, and forward one copy to the Graduate College. Filing the form together with the Application for Permission to Elect form (see below) indicates approval of the proposal by the Thesis Committee and permission for the student to register for the first time for HIST 7000.

Failure to present an acceptable Thesis proposal to the Department, including all required paperwork and signatures by the end of the third semester of full-time enrollment in the program of will result in the student's transferal to the General Option track. Any appeal for readmission to the Thesis Option must be made in writing to the GSC, whose decision is final.

Thesis Registration. A student whose Proposal has been approved may register for HIST 7000 MA Thesis. Permission to register for the thesis requires the submission of two forms: an Application for Permission to Elect form to be submitted to the SP, the Departmental Chair, and the Graduate College; and a Registration Form for Graduate Individualized Courses, to be submitted to the DGS. One copy of these forms shall be placed in the student's permanent file. Having once registered for the thesis, the student must re-register for Thesis credit (HIST 7000) each fall and spring semester until the thesis has been completed, and must be registered in HIT 7000 during the semester in which the degree is awarded. Six and only six thesis hours count toward the degree. The Permission to Elect form is available at <http://www.wmich.edu/grad/forms>; the Individualized Course form is available at <http://www.wmich.edu/history/forms>.

See **Appendices** for important information on **Thesis Mechanics and Human Subjects Institutional Review Board**.

Guidelines for MA Theses. The Master's thesis represents a high level of development in a History graduate student's training, providing an opportunity to refine essential disciplinary skills in independent historical

research, analysis, and writing, thereby preparing the student for the next steps in a professional career. The thesis may provide the basis for doctoral research, conference presentations, or a scholarly article. A successful thesis:

1. clearly articulates an original argument or interpretation
2. is based on analysis of appropriate primary sources
3. demonstrates the student's ability to conduct independent historical research
4. demonstrates the student's critical understanding of relevant scholarly literature, which might include methodology and theory, as appropriate to the topic
5. is coherently organized and clearly written
6. adheres to the most recent edition of *The Chicago Manual of Style*
7. typically falls in the range of 12,500 to 25,000 words (approximately 50 to 100 pages), exclusive of notes, bibliography, and other scholarly apparatus

Thesis Defense. A final draft of the thesis must be submitted to and approved by all members of the Thesis Committee before an oral defense may be scheduled. Any major changes requested by any Committee member must be incorporated into the thesis and accepted by all Committee members before a defense may be scheduled. Additional minor corrections may be requested at the conclusion of successful defense; corrected text shall then be submitted to the Committee Chair before recommendation to award the degree is forwarded to the Department. No defense may be scheduled, and no degree recommended, without the unanimous agreement of the Thesis Committee.

All thesis defenses shall be announced to the Department at least two weeks in advance of the date of the defense; all defenses are open to faculty and students within the department. All committee members must be present for the defense unless excused for compelling reasons by the DGS. Successful defense of the thesis shall be noted on the Thesis Approval Form required by the Graduate College, one copy of which shall be deposited in the student's permanent record. One copy of the final and approved thesis must be submitted to the Graduate College and one to the Department of History. The Thesis Approval form is available at <http://www.wmich.edu/grad/forms>.

Thesis Rejection. Students who fail to produce a satisfactory thesis may apply course work successfully passed (except HIST 7000) toward a General Option MA degree and will be required to sit for an MA examination, as described in the General Option section, above. Students already admitted to the doctoral program who fail to produce an acceptable MA thesis will be dismissed from the doctoral program, but will be allowed to sit for an MA Examination for a General Option MA degree.

Thesis Awards. Theses are eligible for the Department's Robert Russell Writing Award, presented annually. By February 1, students competing for this award must submit to the DGS one copy of the completed, approved thesis for consideration by the GSC.

Public History Option (30 Hours)

In addition to the general MA requirements listed above, MA candidates in Public History must take 3 hours and may take up to 6 hours of course work outside the Department of History. To be applicable to the degree, this course work must be approved in writing by the SP and DGS prior to registration. Under special circumstances, with the approval of the student's SP and the DGS, the number of credits from outside the History department may exceed six hours. Students must take at least three History courses (one at the 6000-level) in which a major part of the course work focuses on tools of particular importance to public historians. Courses meeting this requirement can be identified by the Director of Graduate Studies or the student's Supervising Professor.

Language Requirement. All Public History Option MA students must demonstrate proficiency in at least one language other than English appropriate to that student's course of study. The SP, with the concurrence of the examination committee, sets the requirements for language(s) other than English for each student's chosen course of study (see Requirements for all MA candidates, above.)

MA-PH Examination. Students in the Public History MA program must, at the conclusion of their studies, pass an MA-PH examination based on courses included in their program of study. No fields are declared. Students may register for examinations after completing HIST 6010, the readings/research seminar sequence, and at least 24 hours of course work applicable to Master of Arts degree requirements.

Examination Committee. The Examination Committee, formed in consultation with the SP and the DGS, shall consist of at least three members who should be faculty with whom the student has had course work. Prior to registering for the Examination students should meet with each member of the Examination Committee for additional reading or study requirements in preparation. Final selection of the Examination Committee shall take place in the second semester of residence and no later than at the completion of 15 hours of graduate work. Once the Examination Committee has been formed, the student is responsible for filing an MA Examination Committee Form signed by all Committee Members and by the DGS, who will file it in the student's permanent record.

Examination Registration. Registration is required for the MA-PH Examination. The MA Examination Registration Form, available from the DGS, must be filed at least one month prior to the date of the examination. As part of the registration application, the DGS will verify the student's eligibility to sit for the examination. Departmental computers and storage devices are available for use but must be reserved in **10 days in advance**.

Examination. Examination questions are prepared by each member of the Committee. Exams are usually composed of one equal section for each Committee member, often containing a choice of questions. One hour for each Committee member's section is the typical length of exams. All committee members evaluate the written examinations. The SP, as Chair of the Examination Committee, will provide results in writing to the student and to the DGS, usually within one week of the examination. At the Committee's discretion, an additional one-hour oral examination may be scheduled within thirty days of the written examination. Each examiner assigns a grade of high pass, pass, low pass, or fail. If one or more committee members issues an evaluation of "fail," the student must retake the entire examination. If the second examination results in one fail and the rest passes, the student will receive a "low pass" on the basis of the majority evaluation. If the second examination results in more than one evaluation of "fail" the student will be dismissed from the program without a degree. The same evaluation system, and provision for repeating in the event of failure, applies to oral examinations as to written examinations. After the conclusion of the Examinations, the Committee Chair will submit the Examination results forms, along with the examination questions and responses, to the DGS, who will place the entire packet in the student's file and forward a copy of the overall Examination results form to the Registrar.

Internship/Practicum (3-6 Hours). MA candidates in Public History must complete a practical capstone project, through a minimum of 3, and a maximum of 6, credit hours of internship (HIST 7120: Professional Field Experience) and/or Practicum (HIST 7100: Independent Research). The decision regarding number of credit hours and type of capstone project must be approved by the student's SP and the DGS.

Internship: The Internship offers a student an opportunity for immersion in the operations of a public history institution. Three credit hours of internship requires the equivalent of 240 hours of work at a relevant public

history institution. Before beginning an internship, students must consult with the DGS and the SP; complete a Registration Form for Graduate Individualized Courses; and present a signed letter on letterhead from the hiring institution listing the student's duties, hours, and length of assignment. A copy of the form and the letter shall be placed in the student's permanent file. Upon completion of the internship service, the student's internship supervisor will provide a letter evaluating the student's performance and the student will submit a written analysis of the internship experience based on criteria established by the SP and DGS.

Practicum: In the Practicum the student works closely with a faculty member, either individually or as part of a group project, and makes a substantial professional contribution to a significant public history research project. The nature of the Practicum project and the criteria for evaluating the student's work will be determined by the student's SP and approved by the DGS.

MASTER OF ARTS IN HISTORY (30 HOURS), ACCELERATED GRADUATE DEGREE PROGRAM (AGDP)

The Accelerated Graduate Degree Program (AGDP) permits an undergraduate to accumulate up to 12 graduate course credits toward the MA degree by completing graduate courses while also completing a baccalaureate degree.

Undergraduate students at WMU who wish to enroll in the MA program in History as AGDP students may undertake any of the three options listed above. The number of credits to be completed when pursuing the Thesis option, the General Option, or the Public History option remains as specified above, as do the requirements the student must meet for each program option. All sections of this Handbook, including appendices, that refer to an MA program student likewise apply to a student with AGDP status, with the exception of financial aid in the first year. Students enrolled in the AGDP program are considered undergraduates for the purposes of financial aid and departmental financial support until they have completed their baccalaureate degrees. An AGDP student must have senior status and must have earned a minimum of 30 credit hours at Western Michigan University and declared a History major. Undergraduate students enrolled in the AGDP will be expected to meet graduate expectations in their graduate courses. Students who have already received their baccalaureate degrees are ineligible to enter the AGDP program and retroactively claim credits toward the M.A. degree.

The classes to be double-counted for baccalaureate and MA program credit by an AGDP student must be specified prior to enrollment in any of them and the appropriate form filed with the Registrar's office after consultation with the DGS.

In order to progress automatically into the graduate program, a student must achieve a grade of "B" or above in each of the graduate courses being counted for the undergraduate degree, as well as maintain a 3.00 GPA overall. Students who do not meet this criteria will have the earned grade applied to their undergraduate program only, and must reapply for admission to the graduate program. If the student is admitted to the graduate program, the Director of Graduate Studies will determine if the 5000/6000 credits from the bachelor's degree will be carried forward for the graduate degree. Students who complete the undergraduate degree including a "B" or above in the specified graduate courses will be admitted as graduate students (with the relevant graduate credit) in the next semester or session after receiving the bachelor's degree.

It is the responsibility of the student to maintain the appropriate eligibility status to complete the AGDP.

A student completing the bachelor's degree requirements with an accumulated GPA of less than 3.00/4.00 is no longer eligible to count the 5000- and/or 6000-level credit hours specified toward the master's degree and is automatically terminated from the AGDP.

A student who is ineligible to participate in (or withdraws from) the AGDP cannot count any of the courses specified (see Eligible Courses for the AGDP) for the master's degree. These courses, however, may be counted toward the student's bachelor's degree.

A student who becomes ineligible to participate in the AGDP must be informed by the Department of History Director of Graduate Studies in writing of their ineligibility. A copy of this letter to the student must be sent to the Graduate College and the Department of History Undergraduate Studies Advisor.

AGDP students may apply for departmental financial aid for the portion of their degree after they complete the baccalaureate degree. They must present GRE scores to do so.

GRADUATE CERTIFICATE PROGRAM (9 HOURS)

Individuals who enter the Graduate Certificate program are permitted to enroll in selected graduate 5000- and 6000-level courses, with some courses requiring the permission of the instructor. There are no requirements for completion of the degree aside from the accumulation of 9 hours of graduate credits in History courses for the general Graduate Certificate.

Up to 9 hours of graduate credit may be counted under the Graduate Certificate program toward the completion of a Master of Arts degree, in any of the three options available. However, completion of a Graduate Certificate in History is no guarantee of admission to the MA program.

Graduate Certificate program students are ineligible for departmental financial support.

DOCTOR OF PHILOSOPHY IN HISTORY (75 hours post-BA; 45 hours post-MA)

The Department of History offers doctoral work in a number of fields. Prospective students are encouraged to consult the Western Michigan University Catalog and the History Department Website at www.wmich.edu/history to determine potential areas of concentration, and to contact professors in the areas of their interest before applying to the program.

The Doctor of Philosophy in History prepares students for careers in higher education, applied research, and historical administration. To qualify for a Doctor of Philosophy in History, students must successfully complete 75 hours beyond the Bachelor of Arts degree; or 45 hours beyond the Master of Arts degree; present a Dissertation Proposal; and complete and defend an acceptable dissertation. No student shall be admitted to the PhD program, except on probationary status, before having completed all work and examinations requisite to the MA degree.

General Requirements. During their first year of residency all students must complete with a grade of B or above two core courses: HIST 6010 Historiography and HIST 6980 College Teaching and Professional Activity. These courses are designed to provide students with the theoretical knowledge and practical skills needed in the profession and to incorporate students into the local community of scholars, both student and faculty. Students must demonstrate consistent, steady progress in acquiring competence in their subject fields

by successfully completing course work in these fields, including at least two seminars in the major field and, if possible, in the minor field; and courses in theory and method appropriate to these fields, as identified by the Supervising Professor (SP), the Examination Committee, and the student. Progress is subject to annual review by the GSC.

Residency Requirement. Students must successfully complete thirty hours of graduate study on the Kalamazoo campus before being admitted to candidacy.

Language Requirements. Languages are research tools requisite in historical study. All doctoral students must demonstrate reading proficiency in at least one language other than English; some fields require proficiency in additional languages. Students in medieval European history are required to demonstrate competence in two modern languages other than English and in Latin by achieving a grade of B or better in Latin 5600 (Medieval Latin), or its equivalent. Students in Ancient History are required, at a minimum, to demonstrate facility in reading Latin and Greek and at least one apposite modern language. The SP and Members of the Examination or Dissertation Committees may set the specific language requirements for each student and shall notify the DGS in writing of their recommendation. The language proficiency requirement must be completed before the student may register for the required sixth semester HIST 6500 class or submit the final Graduate Portfolio (described below). If more than one language is required, proficiency in one language must be demonstrated by the end of the first year of graduate study. Proficiency may be demonstrated using all the methods listed above under the heading “Requirements for all MA candidates,” subsection “Language Requirements.” For those languages not offered by WMU departments, language experts will be identified and asked to administer proficiency/translation exams.

Supervising Professor. Each incoming student is assigned to a Supervising Professor (SP) whose field of expertise corresponds to the student’s interest. Students should meet with the SP as soon as they arrive on campus, and regularly thereafter, to develop a program of study, to discuss progress and deadlines, to work toward establishing Examination and Dissertation Committees, and at any time when the student has questions about the program. The SP continues to direct the student until the student is assigned a Dissertation Director, who then takes over this role.

Examination Committee. The Examination Committee is formed in consultation with the SP and the DGS. It consists of at least four members of the Graduate Faculty, two of whom must come from the History Department. Formal selection of the Examination Committee shall take place during the third semester of residence. Once the Examination Committee has been formed, the student is responsible for filing with the DGS an Examination Committee form signed by all Committee Members (no later than December 1, if Fall semester; April 1 if Spring). This form (available at: <http://www.wmich.edu/history/forms>) becomes a part of the student’s permanent record. PhD students shall meet regularly with their SP to review their progress and to ensure that all program requirements are being met, including all required course work, language requirements, and the preparation of the Graduate Portfolio (described below). The student is responsible for filing with the DGS a Registration for Examination form initialed by all Committee members at least one month prior to the date of the Oral Examination.

Major Field (9-12 hours). Major field designates the area of historical study in which the student seeks to establish primary professional competence. Typically, the student’s major field is represented on the

Examination Committee by two members of the History department faculty. Any alternative arrangement must be approved by the DGS.

Minor Field (6-9 hours). A minor field designates an area of study which is complementary to, or provides skills necessary to, the major field. Typically, the minor field is represented on the Examination Committee by a member of the History department. Any alternative arrangement must be approved by the DGS.

Outside field (3-6 hours). The outside field may be constituted by coursework in a discipline other than History which is germane to the major field and projected dissertation topic. The outside field may also represent an area of study in History or a related discipline in which the student wishes to establish competency. With permission of the DGS, a Master's degree in a discipline outside History may be used to fulfill this requirement. With the approval of the SP, courses filling the requirement for the outside field also may be used to fulfill the requirement for theoretical and methodological tools appropriate to the Major and Minor fields. The outside field is represented by one member of the Examination Committee.

Maximum Enrollment in Courses Outside of History

Students engaged in the doctoral program in History are permitted to take up to nine hours of coursework outside the History Department (foreign language courses excepted). Students wishing to enroll in courses outside of History must complete the department's Approval Form for Graduate Courses not in History (form at <https://wmich.edu/history/grad-program-forms>). Upon petition to the Graduate Studies Committee, students may be permitted to take an additional course outside of department course offerings.

Graduate Student Permanent Program. Students must complete the Registrar's Doctoral Program of Study form. The SP will advise the student in fulfilling the program requirements and in selecting classes. By the end of the first year of residency, and no later than after the completion of 18 hours of graduate work, the SP, the student, and the Examination Committee will together plot a draft of the student's Permanent Program. The Registrar's Program form is available online at: <http://www.wmich.edu/grad/forms>. Once signed by the student and the SP, the form will be included in the student's Graduate Portfolio and a hardcopy will be placed in the student's permanent file; the form will also be filed with the Graduate College and the Registrar. Alterations to the Permanent Program may subsequently be made by agreement between the student and SP, and the revised Program forms resubmitted.

Dissertation Committee. By the start of the fourth full semester, the student, in consultation with the SP, the Examination Committee, and other faculty members, should have identified a dissertation topic and done sufficient preliminary research to ensure that the topic is viable. A Dissertation Director should be selected by the student in consultation with the Supervising Professor, if the SP is not to direct the dissertation. A Dissertation Committee comprised of at least three members should then be nominated by the student and the Dissertation Director. At least two members of the Committee must be appointed or jointly-appointed members of the WMU Department of History at the time the Committee is formed. At least one member must be nominated from outside the Department, and may be nominated from outside the University. The Dissertation Director may require more than three members. If a reader is not a member of the WMU Graduate Faculty, a current curriculum vitae must be submitted to, and the nomination approved by, the Dean of the Graduate College. Membership of the Dissertation Committee, as well as any changes in membership after it has been established, must be approved in writing by the DGS, the Department Chair, the Dean or Associate Dean for

Graduate Studies of the College of Arts and Sciences, and the Dean of the Graduate College. The Dissertation Committee should be formally established by April 1 of the student's fourth full semester [December 1, if fall semester].

The Graduate Portfolio. To fulfill the requirements for examinations and dissertation proposal, doctoral students will submit a Portfolio of their scholarly and professional work. The Portfolio demonstrates students' command of their fields and their preparation to undertake dissertation research. Portfolios are kept cumulatively during a student's time in the program, beginning with the first semester. The student will work closely with the SP, the Examination Committee, and the Dissertation Committee to assure that interim deadlines are met and that the Portfolio and dissertation proposal meet departmental standards. The Portfolio will be submitted annually as part of the department's annual review of graduate students (described below). After a successful final defense of the Portfolio and the dissertation proposal, doctoral candidates will submit annual progress reports. Students should arrange with their SP to review their portfolio each year prior to the deadline for submission.

Full-time students should submit the final Portfolio no later than March 15 of their sixth full semester in the program [November 15, if the sixth full semester is in the fall]. Part-time students will submit the Portfolio on a timeline agreed to by their SP and the DGS at the beginning of their program, but no later than the completion of their eighth full semester in the program. To assist them in the preparation of the essays and the portfolio, students will enroll in two credit hours of HIST 6220 for each of the major field essays, one credit hour of HIST 6221 for the minor field essay, and one credit hour of HIST 6222 for the outside field essay in their fifth full semester. In the sixth semester, they will enroll in a section of HIST 6223 (three to six credits) to finalize the portfolio and the dissertation proposal.

The Portfolio will be stored on a Google Drive AND a One Drive folder. Access to the Portfolio will be limited to the department chair, DGS, GSC, SP, and Examination and Dissertation Committees. The final version of the Portfolio must contain the following items:

- A Table of Contents
- A current *curriculum vitae*
- A current unofficial transcript
- Annual evaluation letters from the SP and the DGS
- The student's departmental and Registrar's Permanent Program of Study forms; Examination Committee form; Dissertation Committee form; and Examination Registration form
- Selected written essays from graduate course work, including at least one from each year in the program, at least one that is primarily analytical or historiographical in nature, and at least one that is based largely on primary source research
- Any published historical works or conference papers presented
- Reading lists and synthetic essay assignments from each of the student's Examination Committee members
- Four synthetic essays (20-25 pages each) demonstrating mastery in the major, minor, and outside fields as determined by the student's committee (described below).
- A dissertation proposal prepared according to departmental criteria (described below)

- At least one completed proposal for external funding in support of the proposed dissertation research
- Syllabi of courses taught or proposed, statement of teaching philosophy, all TA and RA evaluations, and a minimum of one Instructor of Record teaching evaluation completed by department faculty.
- A statement on diversity, equity, and inclusion

The Portfolio **may** contain the following additional items as evidence of academic or professional development, if requested by the Examination Committee:

- Evidence of competency in relevant theoretical or methodological approaches
- Additional historiographical essays and annotated bibliographies
- Evidence of competency in languages required for dissertation research
- Evidence of public history presentations or scholarly activities
- Additional teaching evaluations completed by department faculty
- ICES evaluation data for courses taught or other student evaluations
- Other forms or documents required by the Committee

Synthetic Essays. A major component of the Portfolio is a synthetic essay assigned by each member of the student's Examination Committee. The synthetic essay demonstrates a student's comprehension of a body of historical knowledge, and the themes, turning points, and patterns that characterize a field of study, particularly as represented in the field reading list assigned by the faculty member directing that field.

Major field essays should be a minimum of 8000 words (approximately 25 typed, double-spaced, enumerated pages) and minor and outside field essays should be a minimum of 4000 words (approximately 13 typed, double-spaced, enumerated pages). The essays must adhere to the citation and format guidelines of the *Chicago Manual of Style*.

Essays are generally narrative in format while including analysis of the content they address. In addition to summarizing large amounts of historical material, they must discuss the relevant historical debates and differences in scholarly interpretation. These essays should also reflect students' understanding of the relationships among historiography, research, and narrative. Students must address the specific question(s) posed by the faculty member, and should also develop and articulate their own perspectives on relevant issues, content, debates, and interpretive trends among scholars. Students must demonstrate not only that they know what other scholars have said, but also that they are integrating their own analysis and interpretation into the scholarly literature.

The synthetic essays require students to grapple with broad patterns of historical and historiographical change, think about how those changes occur, and thereby better ground their own work within a rich historical and historiographical context. Understanding that context allows the student to argue more clearly for the significance of a particular project, topic, or historical question. Finally, these essays enable students to work through the important literature and central debates in their given fields, which in turn will inform their own intellectual perspectives and their approach to a dissertation related to that field.

Dissertation Proposal. The proposal shall consist of a narrative and a bibliography. The narrative portion should be approximately four thousand words in length and must include: a statement of the thesis; a survey of scholarly work on which the dissertation will build; a description of the methodology to be followed; an overview of primary sources to be used; and a statement of the contribution the dissertation is intended to make to scholarly research. The proposal shall be included in the student's Portfolio and made available to members

of the Dissertation Committee, as described in the following sections of the Handbook covering the Oral Examination and Timetable. Once the Committee has approved the proposal and the student has completed the Graduate College Doctoral Dissertation, Thesis or Specialist Project Proposal Approval Form:

http://www.wmich.edu/grad/forms/proposal_approval.pdf, including the Human Subjects Institutional Review Board approval, which is required for ALL theses and dissertations (see appendices), the Committee members will sign the form and the Dissertation Director will give the completed form to the DGS, who shall place one copy in the student's file, and send the original form to the Graduate College. Students are responsible for then notifying the Chair of the Department of History who will register their dissertation topic with the American Historical Association and other appropriate professional organizations.

Final Submission of the Portfolio. By March 15 of the student's sixth full semester [November 15, if fall semester], candidates will notify the DGS that the final Portfolio is ready for review by the Examination Committee, in preparation for the oral examination, **and will provide the DGS with access to the shared folder in which the Portfolio is stored.** In the event that a member of the Dissertation Committee is not also a member of the Examination Committee, that member should be included only in the portion of the oral examination that deals with the dissertation proposal but should be provided the opportunity to review the entire Portfolio. The oral examination must take place by April 5 [December 5] of the spring semester. If the Examination and Dissertation Committees are the same, the Portfolio and proposal examinations may be held on the same day. If a separate date is required for the proposal examination, it must take place no later than April 20 [December 20].

Oral Examination. The oral examination takes place in two steps. First, the Examination Committee will evaluate the student based on the Portfolio and its oral defense, but will not evaluate the dissertation proposal. The oral examination should be an examination of the entire portfolio, including synthetic essays and other areas of professional development. This part of the examination will be graded on a pass-fail basis by the majority of the examination committee. If an evaluation of "fail" is given by a committee member on the oral exam, the faculty member must submit written remarks. If a student fails the oral exam (i.e. by a majority of the examination committee), the student can retake the examination one more time within a month of the first examination. If a student fails the oral examination a second time, the student will be dismissed from the doctoral program. After the student's Portfolio has been approved through the above process, the Dissertation Committee will convene to evaluate the dissertation proposal. At this point the Dissertation Committee may accept the proposal; accept provisionally, pending revisions; or reject the proposal and recommend dismissing the student from the program. The DGS and department chair are the only permitted outside observers of either part of the Oral Examination.

Admission to Candidacy. Students who have successfully completed their course work and have had their Portfolio and dissertation proposal approved by the Examination and Dissertation Committees are admitted to candidacy and allowed to register for dissertation credit. Students must submit the Admission to Doctoral Candidacy form to the Graduate College, and include a copy of that form in the final portfolio. The form is available at <http://www.wmich.edu/grad/doctoral-candidacy>.

Dissertation Enrollment (12-18 hours). Only students who have been admitted to candidacy may enroll in HIST 7300 (Dissertation). A minimum of 12 hours and a maximum of 18 hours of HIST 7300 are applicable to the degree. Once registered in HIST 7300 the candidate must enroll continuously for at least one credit hour each fall and spring semester until the degree has been awarded.

Timetable for Preparation of Synthetic Essays and Dissertation Proposal. (Dates in brackets/italics reflect requirements met in Spring instead of Fall, and vice versa). This timetable presents a realistic schedule for the preparation of the synthetic essays and dissertation proposal, which should result in the student completing the process and being admitted to candidacy for the PhD degree by the end of the sixth semester of full-time enrollment. Both the student and the Committee members are responsible for adhering to these deadlines.

Third semester

Dec. 1 [*April 1*] Examination Committee formally established.

Fourth semester

Feb. 15 [*Sept. 15*] all reading lists and synthetic essays assigned.

March 15 [*Oct. 15*] Exam Committee meets with student to clarify essay assignments. The student should begin conceptualizing the essays immediately after the March 15 [*Oct. 15*] meeting, considering sources, major themes, key historiographical debates, and the like, and are expected to work on the essays over the entire period from March 15 to the submission of the first drafts in the fifth semester and plan to have all essays completed by the end of the fifth semester.

April 1 [*Dec. 1*] Dissertation Committee formally established.

April 15 [*Dec. 15*] Dissertation Committee meets with the student to discuss the preparation of the dissertation proposal.

Summer (if applicable)

March 15-Sept. 1 Student begins researching and drafting essays, seeking feedback from committee members, as appropriate. Emphasis should be on the major field essays, which have the earliest due date. The student should also begin conceptualizing the dissertation proposal, seeking feedback from committee members, as appropriate. Committee members will be available, periodically, from March 15 until the first drafts are due, to consult with the student.

Fifth semester

Sept. 6 [*Jan. 6*] enroll in 2 credit hours each of HIST 6220 under the instructors supervising the major fields, one credit hour of HIST 6221 for the minor field and one credit hour of HIST 6222 for the outside field with the instructors supervising those essays to complete all synthetic essays. If one of the fields is

supervised by an instructor from another department, the course will be registered under the DGS who will submit the grade provided by that instructor.

Oct. 1 [*Feb. 1*] complete drafts of the two major field essays turned in for field directors' feedback.

Oct. 15 [*Feb. 15*] major field directors provide thorough written feedback, clearly explaining why/how certain areas need to be revised.

Nov. 1 [*March 1*] complete drafts of minor and outside field essays turned in for field directors' feedback.

Nov. 15 [*March 15*] minor and outside field directors provide thorough written feedback, clearly explaining why/how certain areas need to be revised.

Dec. 1 [*April 1*] final versions of all four field essays turned in for evaluation.

The essays will be evaluated based on reasonable expectations of what can be accomplished during the eighth month period from the distributions of questions to the submission of the first drafts. The essays will be graded on a pass/fail basis by the individual faculty members who assigned the specific questions and reading lists. If a student submits, but fails to pass, a synthetic essay at the end of the fifth semester, the student will be granted an incomplete and must submit the revised essay by February 1 and the faculty member supervising the essay must respond by February 15. There will be no revisions after this date. A student must pass at a minimum the major field essays before proceeding to the oral exam. If a student fails to pass both major field essays the students will be dismissed from the doctoral program.

Sixth semester

During the sixth semester, the student will enroll in either 3 or 6 credit hours of HIST 6223 (**Dissertation Proposal**), with the objective of the course being to prepare the dissertation proposal for formal presentation. The expectation is that students will have been developing a dissertation topic, in consultation with Dissertation Committee members, at least since the fourth semester in the program.

The timetable for the development, submission, and defense of the dissertation proposal:

Feb. 1 [*Oct. 1*] Complete draft of dissertation proposal submitted to dissertation director.

Feb. 10 [*Oct. 10*] Written feedback required from director.

Feb. 20 [*Oct. 20*] Revised draft of proposal submitted to entire Dissertation Committee

March 1 [*Nov. 1*] Written feedback required from all Dissertation Committee members.

March 15 [*Nov 15*] Student notifies DGS that Portfolio is ready for review and submits hard-copy of the Portfolio to DGS

April 5 [*Dec. 5*] Last date for Oral exam and final portfolio approval

April 20 [*Dec. 20*] Last date for Dissertation Proposal Examination

The final revision of the proposal must be submitted to all Dissertation Committee members at least one week prior to the date of the proposal defense. **Thus, if the examination date is set earlier than March 22nd, the DGS must be notified earlier than March 15th.**

Once the portfolio and the dissertation proposal have been approved, the candidate may edit the portfolio, removing some of the items intended for internal evaluative purposes (e.g. annual review letters, etc.) into a summary format that is more appropriate for review by external parties (e.g. prospective employers).

The final revision of the proposal must be submitted to all Dissertation Committee members at least one week prior to the date of the proposal defense.

Deviations from the Timetable. Under exceptional circumstances students having difficulty meeting Portfolio deadlines may request a deviation from the established timetable without adversely affecting their annual

review evaluation. A student may request this no more than one time during the program, and the delay in the program shall be for no longer than two consecutive semesters. The request must be made in writing and must be authorized by the SP, DGS, and department chair. Valid reasons might include: medical, family, or other emergency situations; death, retirement, or resignation of key committee member; significant refocusing of major field or dissertation topic; or need for additional time to acquire language or technical competency.

Annual Review of Doctoral Students. The GSC assesses the progress of the student during each year of the program, primarily through its review of the student's Portfolio. Students may be asked, or may request, to meet with the DGS or GSC as part of this review. All students enrolled in the PhD program are required to submit an annual Portfolio of their work (described above). First year students must submit the Portfolio by January 15; for all subsequent years prior to the final submission of the Portfolio, the Portfolio is due October 15. The purpose of the review is to enable the SP, the DGS, and the GSC to monitor students' progress through the program and to facilitate timely completion of degrees.

After the successful completion of Portfolio and dissertation proposal requirements, the student will submit to the Dissertation Director and the DGS written progress reports on the dissertation and other professional activities each October 15. These reports shall include:

- a current *curriculum vitae*
- applications for internal and external funding for research and dissertation completion
- summary of research travel accomplished.
- evidence of scholarly presentations and/or publications based on dissertation topic.
- all current drafts of dissertation chapters
- other materials as requested by the Dissertation Director

Instructor of Record Teaching Observations/Evaluations. Doctoral students who are Teaching Assistants will be evaluated by the course's professor each semester. The student can review and comment on the evaluation before it is submitted. These evaluations will be included in the student's Portfolio and the student's file. The GSC has produced a simple cover sheet which can be requested from the DGS. Doctoral student Instructors of Record are to be evaluated via a classroom observation each fall and spring semester they teach as funded IORs and those evaluations are to be shared with the student for their benefit and comment, and to become part of their Portfolio and student file in the department. The first two observations, at the least, are to be undertaken by the student's supervising professor. This allows for comparison of change over time and consistency of recommendations. Either the student or SP can ask for another faculty member to provide a classroom observation in subsequent semesters. Nothing prevents the student from seeking more input in a semester either from the SP or another faculty member. The classroom observation should be arranged for a day and time agreed upon by the student and supervising professor. The observation should include, in addition to comments on the quality of classroom performance and content of the observed lecture, an evaluation of the course syllabus for pedagogical soundness and correlation with established department expectations in terms of skills, content, course material and evaluation, and areas for improvement. The faculty member should meet with the graduate student following the observation and a written evaluation must be included in the student's Portfolio and in the student's file. Preferably, the evaluation should be given to the graduate student one week after the observation. For both TA and IOR evaluations, the graduate student should sign off on the evaluation. In the case of some disagreement about the evaluation, the graduate student has the option to submit a written statement. Any dissenting statement by the graduate student will also be placed in the Portfolio and the student's file.

Incompletes. These are temporary grades intended to indicate that illness or other circumstances beyond the student's control prevented completion of course requirements by the end of the semester or session. If the Incomplete grade is not changed within one calendar year it automatically becomes a failing grade. Graduate students should avoid Incomplete grades except in cases of emergency. The accumulation of such grades can seriously impede progress in the graduate program. The DGS and the GSC carefully monitor the progress of students with Incomplete grades on their transcripts.

Independent Study Courses. Independent Study Courses are available to enhance students' programs of study. They should be carefully planned and agreed on by the student, the instructor, who must be a member of the Graduate Faculty, and the student's SP. To register for these courses, students obtain a form from the DGS and complete it with a clear description of the work to be done, the criteria for evaluation, and all required signatures. Copies of the form are distributed to the Department office, the instructor, the student's file, and the student. The actual registration is done in the History Department office. Make every effort to register for these courses well before the semester or summer session begins.

Independent Study courses include:

- **HIST 6200 (Independent readings)**
- **HIST 6500 (Participation in departmental research and interpretive projects)**
- **HIST 7100 (Independent research)**
- **HIST 7120 (Public history field work)**

Guidelines for Dissertations. The doctoral dissertation represents the culmination of a History doctoral student's training, providing an opportunity to demonstrate essential disciplinary skills in independent historical research, analysis, and writing, thereby confirming the student's capabilities as a historical scholar who is well prepared for the next steps in a professional career. The dissertation often provides the basis for future publications in the form of scholarly articles or a monograph. A successful dissertation:

1. clearly articulates an original and significant argument or interpretation.
2. is based on analysis of appropriate primary sources.
3. demonstrates the student's ability to conduct independent historical research.
4. demonstrates the student's critical understanding of relevant scholarly literature, which might include methodology and theory, as appropriate to the topic.
5. is coherently organized and clearly written.
6. adheres to the most recent edition of *The Chicago Manual of Style*
7. typically falls in the range of 75,000 to 100,000 words (approximately 300 to 400 pages), exclusive of notes, bibliography, and other scholarly apparatus

Dissertation Defense: The candidate and Dissertation Director are jointly responsible for circulating drafts and receiving comments from Committee members. All members of the Committee prior to the public oral defense must unanimously approve the dissertation. Public announcement of the defense is the responsibility of the DGS and the Dissertation Director. A Dissertation Defense Scheduling Form must be submitted to the Graduate College at least two weeks prior to the defense. The form is available at

<http://www.wmich.edu/grad/forms>. Immediately after the oral defense the Dissertation Committee meets to decide whether to approve the defense presentation. If successful, the candidate is responsible for submitting an abstract of the dissertation for publication in Dissertation Abstracts International, and for submitting one copy of the completed and approved dissertation to the Graduate College for microfilming by the University

Microfilms Inc., and a second copy to the Department of History.

Fellowships and awards. A number of fellowships, assistantships, and awards are available to doctoral candidates. For terms and deadlines, see <<http://www.wmich.edu/finaid/>>, the Graduate College, and the History Department websites. In addition to Graduate College awards, dissertations may also be submitted to the GSC by February 1 for consideration for the Department of History's Robert Russell Writing Award, given annually.

Dissertation Completion Fellowship. The Graduate College awards on a competitive basis, dissertation-year fellowships annually to candidates having an approved dissertation proposal. The fellowship allows a year of uninterrupted research and writing time. To apply, contact the Graduate College <http://www.wmich.edu/grad/fellowships-grants/diss-complete>.

Requests for Travel for Research and Professional Development. The History Department has limited funding to support students' travel for thesis/dissertation research and professional development. The latter is limited to travel to professional conferences to present original research. Students requesting such support must apply simultaneously to the Graduate College and the History GSC, using the forms provided, and meeting the requirements stipulated, by the Graduate College. A copy of the Graduate College application/request, including a letter of support from the student's supervising professor, will serve as the request to the department's GSC. Funds permitting, the GSC may match the Graduate College's allocation up to the total amount of the request or to the maximum stipulated by the Graduate College for domestic and international Research and Travel grants. If the student has already used up their allocation of support from the Graduate College, no application to the Graduate College will be required, but the student should still use the Graduate College form to submit the request to the department's GSC. The form is available at <http://www.wmich.edu/grad/fellowships-grants/gsrc>. The deadlines for application of support are the same as those for the Graduate College, which varies from year to year. Funding requests not adhering to these procedures will be considered only in exceptional cases.

Requests will be considered based upon availability of funds, appropriateness of the request relative to the student's place in their program of study, and evidence of satisfactory progress towards completion of the student's degree. Students may apply for support more than once per year, and throughout their term of stay in the program but, in any given application period, priority will be given to students who have not previously been awarded support from the Research and Professional Development Travel fund.

APPENDICES: GENERAL IMPORTANT INFORMATION

A. GUIDELINES FOR SUPERVISING PROFESSORS AND GRADUATE FACULTY

Historians who supervise graduate students use many approaches, even adopting different stances depending on the student's abilities or their own career stages. Any set of guidelines must therefore allow for a broad spectrum of approaches by faculty, as well as the variety of students' goals. However, as supervising is one of the most significant professional relationships of faculty members and graduate students, it is important to highlight the rights and responsibilities of both advisors and advisees. Both parties are expected to be sensitive to communicate in a manner that reflects a commitment to diversity, equity, and inclusivity.

I. General Rights and Responsibilities

1. Graduate faculty and graduate students should observe the American Historical Association's *Statement on Standards of Professional Conduct*. Both advisor and advisee should understand that their relationship is professional rather than personal. All faculty members advising graduate students must know and abide by Western Michigan University's policies, including provisions of the AAUP, TAU, and PIO Agreements.
2. Graduate faculty should be candid with their advisees about their performance and career prospects. Supervising Professors should provide prompt feedback on research and writing for coursework, including timely reading of thesis drafts. Whenever discussing a student's situation with other faculty or university staff, graduate advisors should use discretion and respect for a student's privacy.
3. Good, accurate advising from faculty depends on willingness of graduate students to initiate communication, identify key issues, and listen to advice with an open mind. All graduate students should recognize that they, in the end, have primary responsibility for their own graduate education and for their development as scholars and teachers.
4. Graduate faculty and graduate students should know the rules of the programs of study contained in the *History Graduate Handbook* and the *Graduate College Catalogue*, especially the required coursework, language training, general/preliminary examinations, and all stages of thesis preparation from proposal to completion. Faculty should keep themselves informed about the current program requirements. Graduate students are responsible for knowing and abiding by the rules of their program of study, even if they have been misinformed on a particular issue by a faculty member.
5. Supervising Professors should ensure that their students make timely progress in completing their program of study. Both Supervising Professors and graduate students need to be familiar with deadlines for the different stages of the student's program and should allow ample lead time for meeting such deadlines, which are detailed in the *History Department Graduate Handbook* and the *Graduate College Catalogue*.

II. Responsibilities of Supervising Professors

1. Supervising Professors should advise their students on how to develop and sustain an intellectual agenda and build a professional career. In addition to regular communication with their advisees, Supervising Professors should discuss the full range of issues relating to the chosen program of study and professional development as a historian. Such issues will vary depending on advisee and circumstances, but would usually include: course selection, fields of study, conducting and presenting research, teaching, developing and completing a thesis, grant seeking, publication venues, and potential job market and career strategies. When faculty advisors or student advisees are not in residence, Supervising Professors and graduate students should continue to communicate regularly.
2. Supervising Professors should expect to write letters of recommendation on behalf of their students for grants/fellowships and employment opportunities.

3. The Supervising Professor provides a written response to the advisee's annual Graduate Activities Report to the student and to the Director of Graduate Studies and Graduate Studies Committee, for inclusion in the student's permanent file. While such evaluations occur formally each year, they should be part of the ongoing supervising dialogue between advisor and advisee. The Supervising Professor mentors the advisee during the academic program to promote engagement with scholarly activities and professional development as well as the completion of the graduate degree.

III. Responsibilities of Supporting Graduate Faculty

Faculty members who play supporting roles in the graduate student's education (as seminar instructors, supervisors of teaching assistants, members of exam or thesis committees) have responsibilities similar to those of Supervising Professors. Some aspects of these roles merit highlighting separately:

1. Faculty who teach graduate courses or serve on examination and thesis committees have an obligation to provide complete, candid evaluation of all students in a timely fashion.
2. Faculty who teach graduate courses or serve on examination and thesis committees should expect to write letters of recommendation on behalf of their students for grants/fellowships and employment opportunities.
3. Faculty who supervise a field for PhD students for the preliminary exams should communicate in writing clear expectations about the appropriate contents of the portfolio, and copy these expectations to the Director of Graduate Studies for placement in the student's permanent file.
4. Faculty who serve on dissertation committees should provide written responses to the dissertation in a timely fashion, including the kinds of revision required for approval.
5. Faculty members of MA exam or thesis committees should communicate in writing clear expectations about the requirements for the examination or thesis.
6. Faculty who supervise teaching or research assistants should provide a written evaluation of the student's performance at the end of the assignment, which becomes part of the student's annual evaluation. Such faculty should discuss the evaluation with the student to help develop the student's professional skills. When appropriate, faculty should help students develop their teaching-related skills. Faculty supervising TAs and RAs should know departmental and university regulations governing such roles.

B. EVALUATION OF GRADUATE RESEARCH AND TRAVEL FUNDING APPLICATIONS

In addition to other stated guidelines and requirements, applicants for awards from the Department's Graduate Student Research and Travel Fund should keep the following selection criteria in mind when preparing an application. Supervising Professors advising students regarding research trips and conference presentations should also be aware of these guidelines.

1. Students applying for research support must demonstrate the necessity of travel to acquire the relevant materials and adequate preparation and skills to conduct the proposed research, including sufficient facility with relevant languages and research techniques, appropriate preparatory coursework, and knowledge of specific archival holdings necessary for the applicant's project.
2. Students applying for travel support for conference presentations, particularly those new to graduate study, are encouraged initially to hone their presentation skills and content mastery by giving papers at graduate student conferences and other local and regional conferences. Conference presentations typically should be based on original, primary source research.
3. Students applying for international and other highly selective peer-reviewed conferences must have a demonstrable record of previous successful conference presentations and provide evidence of content mastery. In general, presentations at these conferences should be encouraged only for PhD students with sufficient preparation and experience and discouraged for MA students, given their more limited

academic training at this level of their careers. Exceptions may be considered when a Supervising Professor presents strong evidence of the student's preparation and the appropriateness of the conference as a venue of presentation.

4. The History Graduate Studies Committee will assess each application for funding with regard to the application's adherence to these guidelines.

C. REQUESTS FOR EXTENSION OF FUNDING

Students in the Ph.D. Program. Funding for Ph.D. students is normally for five years, dependent upon satisfactory progress towards completion of the degree. Students in their fifth or subsequent year(s) may request an extension of funding from the GSC. The request may be for single or multiple semesters, but in no case for more than one full academic year. Requests for an Extension of Funding must include: a copy of the last GAR submitted, including a course list with grades; a statement of progress on the dissertation, including copies of any chapters drafted and a Table of Contents; a *curriculum vitae*; an indication of any external funding applied for; a rationale for the funding request including a clear outline of the work to be completed during the funded period; and a letter of support from the SP.

The GSC will consider such requests on a case-by-case basis. The main criteria for granting requests will be availability of funds, evidence of satisfactory progress towards completion of the degree, and the merit of the case provided by the student to justify extended funding. Requests for an Extension of Funding must be submitted, in writing, to the DGS by November 30th of the fifth year of funding, or by November 30th in any subsequent year of the student's program.

Students in the MA Program. Funding for Masters students is normally for two years, dependent upon satisfactory progress towards completion of the degree. Students in their second year of the MA Thesis option may request of the GSC an extension of their funding. The requested extension may be for single or multiple semesters, but no request can be for more than one full academic year. The request must include: a copy of the last GAR submitted, including a course list and grades; a statement of progress on the thesis, including any drafted chapters and a Table of Contents; a *curriculum vitae*; a rationale for the funding request, including a clear outline of the work to be completed during the funded period; and a letter of support from the SP.

The GSC will consider such requests on a case-by-case basis. The main criteria for granting requests will be availability of funds, evidence of satisfactory progress towards completion of the degree, and the merit of the case provided by the student to justify extended funding. Requests for Extended Funding must be submitted, in writing, to the DGS by November 30th of the second year of the student's program.

Students Originally Admitted without Funding. Students who were originally admitted to the Graduate Program without funding may also apply for funding by submitting the materials indicated above for each degree program. An effort will be made to determine how many "years" they have completed in the respective program. They may either be given a specific grant of funding or be admitted to the funding track and assigned to the year in program used to determine their status. For example, a part-time Ph.D. student might be considered to be the equivalent of a 2nd year student. If admitted to the funding track, that student can expect to receive three years of funding before having to make a formal request. The GSC will consider such requests on a case-by-case basis. The main criteria for granting requests will be availability of funds, evidence of

satisfactory progress towards completion of the degree, and the merit of the case provided by the student to justify an extension. Requests for an Extension of Funding must be submitted, in writing, to the DGS by January 15 to be considered for funding in the following year.

D. GUIDELINES FOR THE GRADUATE STUDENT ANNUAL ACTIVITIES REPORT (GSAR)

Each page of the Report should be headed with your name, your SP's name, and the date of the Report. The following activities should be noted (where relevant):

1. Academic Activities

Courses completed and grades received

Courses in progress

Courses not completed (provide a reason for any incompletes or drops)

Language requirements set by your examination/thesis/dissertation committee: Progress made towards meeting language proficiency requirement (course work, summer programs, examination schedule, and completed examination results). The completed Specification of Language Requirements form must be submitted with the GSAR.

Thesis/dissertation/examination progress:

Composition of committee, including department and if applicable, school of members.

Thesis Proposal written, accepted; public presentation

Research completed or planned

Planned date of MA or comprehensive examination

Teaching and Research

Classes taught as instructor of record (title, number, enrollment)

Teaching Assistantships held (course title and number; student enrollment)

Instructor(s) of record

TA responsibilities you discharged

What you learned from the experience

Research Assistantships held

Supervisor

Project title

RA responsibilities you discharged

What you learned from the experience

2. Professional recognition

Include in all cases the title of the paper/presentation; its thesis; the venue, date (projected or past), and the sponsoring agency/journal, using proper bibliographic format.

Papers written, submitted, or accepted for presentation at historical conferences

Papers presented at professional conferences

Papers written, submitted, accepted for publication; include the name of the Journal, and which

stage you have reached
Papers published, works prepared for, accepted or presented publicly
Other professional works prepared for, accepted or presented publicly
Research grants: applications pending; grants made. Include subject and précis of the research projected.
Honors, awards, memberships

3. **Professional service**

Include dates.

Professional consultation, asked or given

Service to professional organizations

Service to the Department (including committee work) the College; the University

Service to the community beyond the University

4. **Special Activities**

List any activities related to your career as an historian, which do not fit into the categories listed above. Funded students should include academic and employment responsibilities other than those required by their award.

E. THESIS AND DISSERTATION MECHANICS.

As is standard for theses and dissertation, The Department of History uses the current edition of *The Chicago Manual of Style*. The shorter standard for writing mechanics is the current edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, which includes many elements from *The Chicago Manual of Style* in succinct form. Supervising faculty in the department may require either of the two major citation systems described in *The Chicago Manual of Style*.

For theses and dissertations the Graduate College has set certain standards of its own in such areas as pagination, margins, chapter/section headings, abstracts, acknowledgments, and copyright. These are described in the current edition of the Graduate College *Guidelines for the Preparation of Theses, Projects, and Dissertations*, which may be purchased in the bookstore in the Bernhard Center. The Graduate College meticulously examines each thesis submitted and may return theses to writers with instructions for correction. This review process can be lengthy, and must be completed to the Graduate College's satisfaction before the Master of Arts degree will be awarded.

F. HUMAN SUBJECTS INSTITUTIONAL REVIEW BOARD.

Historical research often involves the use of human subjects, for example, oral interviews. Such other activities as consulting, public policy research, archaeological research, and the use of archival materials not in the public domain also may be subject to Human Subjects restrictions. Before a student begins a research project involving human subjects, the project must be reviewed and the procedures approved by the Human Subjects Institutional Review Board (HSIRB) of the University. The HSIRB, and not the researcher, has final authority to determine whether a project falls under the policy for protection of human subjects. In planning the research, students should consult the office of the Board if they are in any doubt. Application for clearance

of a research project is the responsibility of the graduate student and the faculty member directly supervising the research.

The DGS will determine from the Proposal whether a thesis research plan falls under the review jurisdiction of the Human Subjects Institutional Review Board. If it does, clearance by the Board must precede initial thesis registration. Western Michigan University administers a comprehensive policy, approved by the Board of Trustees, for the protection of individuals who serve as subjects in research conducted by or under the direction of faculty, staff, or students in connection with institutional programs and other responsibilities.

Graduate students and supervising faculty who contemplate research which may involve human subjects should be familiar with the document "A Guide to the Use of Human Subjects in Research at Western Michigan University." The document is available from the HSIRB office, A220 Ellsworth Hall (387-5926). This office can also advise students of the calendar of the HSIRB, which meets about once a month and requires proposals to be submitted a week in advance of the meeting. More information on HSIRB policies and procedures at <<http://www.wmich.edu/research/hsirb.html>>.

University policy identifies students involved in human subject research as co-investigator. In each case the faculty member is considered the principal investigator and is therefore responsible for compliance with review policy.

G. PROGRAM DISMISSAL AND REMOVAL OF FUNDING

Students may be dismissed from the History graduate program by the department chair on the recommendation of the Director of Graduate Studies, Graduate Studies Committee, Supervising Professor, and other relevant faculty members. Reasons for dismissal typically relate to the student's failure to make adequate progress toward completing degree requirements, which might include failure to meet language requirements; failure to meet deadlines in establishing committees or submitting required paperwork; accumulation of multiple Incomplete grades; failure to maintain minimum GPA requirements; or failure to identify a History faculty member willing to serve as supervising professor; among others. Evaluation of progress is determined based upon the department's annual review of students in accordance with the WMU Graduate College policy regarding annual reviews of graduate students. The link to the annual review policies for MA and PhD students is available at <http://www.wmich.edu/grad/forms>. Violations of the WMU Student Code (available at <http://www.wmich.edu/conduct/code>) may also provide grounds for dismissal. Any appeal of the dismissal must begin with a written appeal to the GSC, which must include a rationale and any appropriate documentation. The GSC will then review the appeal and make its recommendation to the department chair. Procedures for appeal beyond the department are as provided for in the Graduate Catalog and WMU Student Code.

Procedures for, and appeals of, dismissal for reasons related to student performance as employees, are as provided for by the TAU Agreement.

Funding is subject to the terms and limitations in the Letter of Appointment. Student funding may be removed by the department chair on the recommendation of the Director of Graduate Studies, Graduate Studies Committee, Supervising Professor, and other relevant faculty. Reasons for removal of funding typically relate

to the student's failure to make adequate progress toward completing degree requirements, which might include failure to meet language requirements; failure to meet deadlines in establishing committees or submitting required paperwork; accumulation of multiple Incomplete grades; failure to maintain minimum GPA requirements; or failure to identify a History faculty member willing to serve as supervising professor; among others. Evaluation of progress is determined based upon the department's annual review of students in accordance with the WMU Graduate College policy regarding annual reviews of graduate students, available at [**http://www.wmich.edu/grad/forms**](http://www.wmich.edu/grad/forms). Violations of the WMU Student Code (available at [**http://www.wmich.edu/conduct/code**](http://www.wmich.edu/conduct/code)) may also provide grounds for dismissal. Any appeal of the revocation of funding must begin with a written appeal to the GSC, which must include a rationale and any appropriate documentation. The GSC will then review the appeal and make its recommendation to the department chair. Procedures for appeal beyond the department are as provided for in the Graduate Catalog and Student Code.

Procedures for, and appeals of, revocation of funding for reasons related to student performance as employees, are as provided for by the TAU Agreement.