

ADMISSION REQUIREMENTS

The following are the minimum requirements to be considered for regular admission into the graduate program in History.

1. A baccalaureate degree from an accredited college or university;
2. A cumulative undergraduate Grade Point Average (GPA) of 3.0 on a 4.0 scale;
3. A minimum of a 3.0 GPA in all college-level History courses, with no grade below C in a History course;
4. A minimum of 15 semester hours credit in upper level (3000 or above) History courses;
5. Minimum scores of 500 on the verbal section and 4 on the analytical writing section of the Graduate Record Examination (GRE);
6. A completed application for graduate admission and the following supporting documents:
 - a. Essay on career goals;
 - b. A formal writing sample, such as a research paper or seminar paper;
 - c. Two letters of recommendation from persons familiar with the applicant's academic work;
 - d. Official transcripts from all prior college work.
7. Recommendation by no less than a simple majority of the History Department's Graduate Studies Committee;
8. Students wishing to be considered for admission into the program in the Fall semester must have completed application packets submitted by **May 1**. Applications received after this date will be considered for admission in the Spring semester;
9. Students wishing to be considered for admission into the program in the Spring semester must have completed application packets submitted by **November 15**;
10. Students wishing to be considered for a graduate assistantship must have completed application packets submitted by **February 1**;
11. Please see the Valdosta State University Graduate Catalog for requirements for probationary admission.

Meeting the minimum requirements does not guarantee acceptance into the program.

GRADUATE FACULTY

- BLOCK, Mary** (Ph.D., University of Kentucky, 2001) Assistant Professor
U.S. Constitutional History
U.S. West
Age of Jackson
Latin American History
- BYRD, Melanie S.** (Ph.D., Florida State University, 1992) Professor
France 1750-1815
French Revolution and Napoleonic Era
Europe 1750-1850
- CROWLEY, John G.** (Ph.D., Florida State University, 1996) Associate Professor
Local and Regional History
Religious History (especially southern U.S.)
U.S. Social History to 1877
- DUNN, John** (Ph.D., Florida State University, 1996) Assistant Professor
Middle East and Northeast Africa
Eastern Europe
China
- HAGGARD, Dixie R.** (Ph.D., University of Kansas, 2005) Assistant Professor
U.S. Colonial Era
Native Americans
- JOHNSON, Charles T.** (Ph.D., Western Michigan University, 1997) Professor
U.S. 1877-1932 (especially cultural studies)
American Studies
Popular Culture Studies
German History and Culture Studies
International Relations
- MEYERS, Chris** (Ph.D., Florida State University, 1996) Associate Professor; Director of Graduate Studies
U.S. Political and Military History
U.S. 1920-1945
U.S. Civil War Era
Georgia History since 1865
- OGLESBY, Catherine** (Ph.D., Michigan State University, 1996) Professor
U.S. Women's History
U.S. Social History
U.S. Intellectual History
New South
Race and Gender (U.S.)
- RICKMAN, Barney J.** (Ph.D., University of Connecticut, 1990) Professor
U.S. History since 1945
U.S. Diplomatic History since 1932
U.S.-Asian Relations
- RIGGS, Paul** (Ph.D., University of Pittsburgh, 1997) Department Head and Assistant Professor
Scottish History
Great Britain
History of Crime and Punishment
- WILLIAMS, H. David** (Ph.D., Auburn University, 1988) Professor
Antebellum South
U.S. Civil War Era
Georgia History to 1865

PROGRAM REQUIREMENTS

GENERAL

The Master of Arts program in the History Department has two options, a thesis option and a non-thesis option. Students should declare one option by the end of their first academic year in the program. The thesis option is designed primarily for those students who plan to pursue a terminal degree in History upon completion of the Masters at Valdosta State University. The non-thesis option is designed primarily for those students who do not plan to pursue a terminal degree in History. See Appendices 1 & 2 for program check lists.

FIELDS OF GRADUATE STUDY

The Master's degree candidate chooses one major field and one minor field of concentration from the list below. Major and minor fields must be in different areas and nine (9) semester hours must be taken in each field, three (3) of which must be in a seminar course. If the major field is in American History, the minor field must be in European, Asian, Latin American, African, or Middle Eastern History. Likewise, if the major field is in European History, the minor field must be in American, Latin American, Asian, African, or Middle Eastern History.

| | |
|-------------------------|------------------------------------|
| U.S. HISTORY: | U.S. to 1865; U.S. since 1865 |
| EUROPEAN HISTORY: | Early Modern Europe; Modern Europe |
| LATIN AMERICAN HISTORY: | Latin America |
| ASIAN HISTORY: | Asia |
| AFRICAN HISTORY: | Africa |
| MIDDLE EASTERN HISTORY: | Middle East |

HIST 7000: HISTORIOGRAPHY

Regardless of which option the student selects he/she must take and successfully complete HIST 7000 with a grade of B or higher during the first semester it is offered during his/her course of study. Failure to do so will result in the student being prevented from enrolling in ANY courses until the requirement is fulfilled. Students who drop HIST 7000 for any reason during a given semester will also be dropped from any other courses being taken during that semester. Students are permitted to enroll in HIST 7000 only twice. If the student has not successfully completed the course with a grade of B or higher after two attempts he/she will be dropped from the program.

FOREIGN LANGUAGE REQUIREMENT

Regardless of the option chosen, all students must demonstrate proficiency in a foreign language as a requirement of the Master's degree. This requirement is fulfilled in one of two ways: 1) Students successfully complete a foreign language sequence with a grade no lower than B in the final course (non-thesis option—three courses; thesis option—four courses); 2) Students take and pass a reading knowledge examination in a foreign language administered by the Department of Modern and Classical Languages.

No student may sit for his/her comprehensive examinations until the foreign language requirement is fulfilled. Students will not be permitted to file an "Application for Graduation" form until the foreign language requirement is fulfilled. The following languages are available at Valdosta State University to complete this requirement: French, German, and Spanish. A student who wishes to substitute another language should consult with the Director of Graduate Studies.

THESIS

The general rules governing the writing of a thesis are outlined in "Thesis and Dissertation Guide," available on the Graduate School's web page. *Students choosing the thesis option must keep in mind that they will not be permitted to register for HIST 7999 (Thesis) until their committee is approved and their foreign language requirement is fulfilled.* Students writing theses shall be guided by the following:

1. Thesis Director: The student's thesis director must be a member of the graduate faculty in the History Department who has done or is currently engaged in research in the student's thesis area.
2. All thesis topics must be registered with the Director of Graduate Studies. Faculty members directing theses should keep the Director of Graduate Studies informed on their students' progress on the thesis.
3. The student's advisory committee shall consist of the thesis director and two other faculty members from the History Department from whom the student has taken graduate level courses.
4. One additional faculty member from outside the History Department will be on the advisory committee for the oral defense of the thesis.
5. The thesis director must approve the thesis before it can be submitted to the rest of the advisory committee. The advisory committee must have the approved thesis no less than three weeks prior to the oral defense.
6. The thesis defense must take place during the semester in which the student intends to graduate.
7. The Director of Graduate Studies will notify, in writing, the Dean of the Graduate School that the student has successfully defended his/her thesis. Copies of the approved manuscript and signature pages must be submitted to the Graduate School no less than three weeks prior to the scheduled graduation date. Additional specifications for theses can be found in the Graduate School's "Thesis and Dissertation Guide."

WHAT IS A THESIS?

A thesis is a substantial work of research (90-100 pages) that is original and offers a contribution to the existing body of knowledge on the subject. It is not simply rehashing what has already been written. For that reason any thesis involves extensive use of primary source materials in addition to demonstrating familiarity with all of the principal secondary sources. A proper thesis in the History Department should include:

1. An introduction that includes a review of the existing literature on the subject and how the thesis contributes to that body of knowledge.
2. An original thesis/interpretation on the topic under discussion.
3. A well organized manuscript that includes an introduction, main-body chapters, and a conclusion.
4. A bibliography.
5. All footnotes and bibliography must conform to the *Chicago Manual of Style*.
6. The thesis must conform to the structural guidelines as outlined in the Graduate School's "Thesis and Dissertation Guide."

Writing a thesis is a building block for any student who plans to pursue a doctoral degree in History. The student should demonstrate his/her skills in writing and conducting research. It is meant to be an in-depth and thought provoking exercise culminating in a rigorous oral defense of the student's work before the thesis advisory committee.

PLAGIARISM

The History Department takes the issue of plagiarism seriously. Students should be familiar with the History Department's "Statement on Plagiarism" found at the end of this handbook. Plagiarism can serve as grounds for dismissal from the program.

NON-HISTORY ELECTIVE(S)

The purpose of the non-History elective(s) is to expose students to a field of graduate study outside of History. For the student who selects the non-thesis option the two outside electives are designed for him/her to choose courses that may assist in securing employment upon graduation (for example Computer Science or Information Technology). For those students who select the thesis option the outside elective affords them the opportunity to explore a discipline that could become an "outside field" in a doctoral program (for example Comparative Religions, Women's Studies, or African-American Studies).

GRADE POINT AVERAGE

All students in the graduate program must maintain a Grade Point Average (GPA) of 3.0 to remain in good standing. No grade of C or lower will be credited toward the graduate degree. Any student who's GPA drops below 3.0 will be placed on probation and will have one semester to raise his/her average above 3.0. The Director of Graduate Studies will inform the student in writing of his/her status. The student will meet with the Director of Graduate Studies to discuss the matter.

If a student's GPA remains below 3.0 for two consecutive semesters the student will be dismissed from the program. The Director of Graduate Studies will inform the student in writing of his/her dismissal. Any student who receives any combination of two grades of D, F, WF, or U will be dismissed from the program. The Director of Graduate Studies will inform the student of his/her dismissal.

Students on probation who have chosen the thesis option will not be permitted to register for thesis credits until their GPA is raised above 3.0. Students who are on probation or who have a GPA below 3.0 will not be permitted to hold a graduate assistantship in the History Department.

COMPREHENSIVE EXAMINATIONS

Successful completion of both written and oral examinations is required for all students in the History Department's graduate program.

M.A. SUPERVISORY COMMITTEE

The student's supervisory committee consists of three faculty members in the History Department. The supervisory committee will prepare the written and oral comprehensive examinations for students in the graduate program. One committee member will have expertise in the student's major field of study, one will have expertise in the student's minor field of study, and the third member will have expertise in any field study. The student will coordinate the selection of the committee with the Director of Graduate Studies.

THESIS OPTION

Students who selected the thesis option will schedule their written comprehensive examinations during their last semester of coursework in the program. The date for the examination will be scheduled by the Director of Graduate Studies in consultation with the Graduate Studies Committee. Students will be notified of the examination schedule in writing. The student's M.A. supervisory committee will serve as the examination committee; the director of the examination committee will be the student's thesis director. The examination will consist of three parts. Each member of the examination committee will read his/her section of the examination and each will assign a grade of High Pass, Pass, Low Pass, or Fail. If a student fails any section of the examination, the student must retake that section. Two or more failing grades will necessitate the student retaking the entire examination. The Director of Graduate Studies will inform the students of the results of their examination.

The oral examination will be a defense of the student's thesis and shall be done during the semester in which the student intends to graduate. The thesis defense committee will consist of the student's M.A. supervisory committee plus one faculty member from outside the History Department from whom the student has taken graduate level courses. The thesis defense committee will issue a grade of Pass or Fail.

NON-THESIS OPTION

Students who select the non-thesis option will schedule their comprehensive examinations during the semester in which the student intends to graduate. The date for the examination will be scheduled by the Director of Graduate Studies in consultation with the Graduate Studies Committee. Students will be notified of the examination schedule in writing. The student's M.A. supervisory committee will serve as the examination committee. The examination will consist of three parts. Each member of the examination committee will read his/her section of the examination and each will assign a grade of High Pass, Pass, Low Pass, or Fail. If a student fails one section of the examination, the student will be permitted to take the oral examination. If the student successfully demonstrates competency in that area at that time, the student will not have to retake the examination. Two or more failing grades will necessitate the student retaking the entire examination. The Director of Graduate Studies will inform the students of the results of their examination.

The oral examination will be done as soon as possible after being notified of the results of the written examination. The oral examination committee will consist of the same faculty members who served on the written examination committee.

GENERAL PROGRAM INFORMATION

DIRECTOR OF GRADUATE STUDIES

The Director of Graduate Studies oversees the program in consultation with the Department Head and the Department of History's Graduate Studies Committee. He/She also serves as the advisor for all students enrolled in the program, monitors their progress, and reviews all thesis topics and supervisory committees. The Director of Graduate Studies is the first person students should consult if they have a question or problem concerning the program.

GRADUATE STUDIES COMMITTEE

The History Department's graduate program is administered by the department's Graduate Studies Committee, which is chaired by the Director of Graduate Studies. The Graduate Studies Committee has a variety of functions; it recommends policy revisions to the Department; it makes decisions on applications for admission into the program; it selects graduate assistants; and it generally administers the graduate program.

GRADUATE PROGRAM HANDBOOK

Upon admission into the program, each student will be provided with a Graduate Program Handbook. This document, along with the university's Graduate Catalog, clearly defines all program requirements. The Handbook may periodically be modified. Students will be held to the requirements of the program outlined in the edition of the Handbook in use at the time they begin their program.

ADVISING

The Director of Graduate Studies will advise all students enrolled in the program and will maintain current files for all students in the program. For students who have chosen the thesis option the Director of Graduate Studies will consult with the faculty member directing the students' thesis.

APPLICATION FOR GRADUATION

Students must apply for graduation at least one semester in advance. It is the student's responsibility to initiate the application for graduation. The Director of Graduate Studies will meet with the student to review the student's progress and assist in completing the appropriate paperwork. Students will not be permitted to file their "Application for Graduation" form until the foreign language requirement is fulfilled. Students are encouraged to review the university's policies on graduation in the Graduate Catalog.

GRADUATE ASSISTANTSHIPS

Each spring semester applications will be accepted for graduate assistantships in the History department's graduate program. The deadline for submitting an application is February 1. The Graduate Studies Committee will review the applications and make the selections. Graduate assistantships will be awarded on a competitive basis and a student employed as a graduate assistant must apply for renewal; renewal of a graduate assistantship is not automatic. No student will be permitted to serve more than two years as a graduate assistant.

The Director of Graduate Studies will coordinate the duties of the graduate assistants. The duties of the graduate assistants will vary based upon the Department's needs at the time.

APPENDIX ONE
Program Checklist—Thesis Option

NAME: _____

Semester Admitted into Program: _____

Major Field: _____

Minor Field: _____

| | <u>Course/Semester/Grade</u> | <u>Credit</u> |
|-----------------------|------------------------------|-------------------|
| HIST 7000 | _____ | _____ |
| Seminar (Major Field) | _____ | _____ |
| Seminar (Minor Field) | _____ | _____ |
| Major Field Course | _____ | _____ |
| Major Field Course | _____ | _____ |
| Minor Field Course | _____ | _____ |
| Minor Field Course | _____ | _____ |
| History Course | _____ | _____ |
| History Course | _____ | _____ |
| Non-History Elective | _____ | _____ |
| Thesis (HIST 7999) | _____ | _____ |
| Foreign Language | Language _____ | Date Passed _____ |

Application for Graduation

Date filed _____ Semester of Graduation _____

Written Comprehensive Examinations Date Taken _____

Grade (Part One) _____

Grade (Part Two) _____

Grade (Part Three) _____

Thesis Committee

Director: _____

Faculty: _____

Faculty: _____

Faculty (non-History): _____

Oral Defense of Thesis Date Taken _____

Grade (Pass/Fail) _____

APPENDIX TWO
Program Checklist—Non-Thesis Option

NAME: _____

Semester Admitted into Program: _____

Major Field: _____

Minor Field: _____

| | <u>Course/Semester/Grade</u> | <u>Credit</u> |
|-----------------------|------------------------------|-------------------|
| HIST 7000 | _____ | _____ |
| Seminar (Major Field) | _____ | _____ |
| Seminar (Minor Field) | _____ | _____ |
| Major Field Course | _____ | _____ |
| Major Field Course | _____ | _____ |
| Minor Field Course | _____ | _____ |
| Minor Field Course | _____ | _____ |
| History Course | _____ | _____ |
| History Course | _____ | _____ |
| History Course | _____ | _____ |
| Non-History Elective | _____ | _____ |
| Foreign Language | Language _____ | Date Passed _____ |

Application for Graduation

Date filed _____ Semester of Graduation _____

Written Comprehensive Examinations Date Taken _____

Grade (Part One) _____

Grade (Part Two) _____

Grade (Part Three) _____

Oral Examinations Date Taken _____

Grade (Pass/Fail) _____

Committee Members

STATEMENT ON PLAGIARISM

Using the words, ideas, or conclusions of another person without giving proper credit is a form of intellectual dishonesty known as PLAGIARISM. That plagiarism has occurred in scholarly and literary writings does not mean that it ever has been or is now an acceptable practice. Plagiarism has been and continues to be dishonest.

In writing History in any format (essay, book review, research paper, article, thesis, dissertation, or book) the writer must give proper credit to the sources of words, ideas, and conclusions that he/she uses. The writer of History provides proper credit to the sources of words, ideas, or conclusions of others by documenting through footnotes or endnotes.

Furthermore, if the writer uses the words as they appear in the source it is necessary to indicate this by placing the material within quotation marks. A quotation longer than four lines must be indicated by being set off from the body of the text. When the writer quotes from any source the words or phrases must be used exactly as they appear in the original source.

Students should consult the Graduate Catalog and the Graduate School's "Thesis and Dissertation Guide" for a more extensive discussion of plagiarism. Plagiarism can serve as grounds for dismissal from the program.