

GRADUATE STUDENT HANDBOOK

**FOR STUDENTS
IN THE MST IN HISTORY AND IN THE
MST IN HISTORY WITH A
CONCENTRATION IN THE SOCIAL
SCIENCES**

**DEPARTMENT OF HISTORY
UW-STEVENSON POINT**

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The University of Wisconsin—Stevens Point (UWSP) offers three degree programs in the discipline of History: a Master of Science in Teaching (MST) in History, an MST in History with a concentration in the Social Sciences, and a Master of Science in Education (General) with a History concentration. The History Department administers the first two programs through the chairman of the department and the departmental Graduate Committee; the School of Education administers the third in consultation with the History Department. The primary purpose of these programs is to meet the educational needs of teachers in Central Wisconsin who have already completed the certification process required by the Wisconsin Department of Public Instruction.

A. Admission: The current university catalog describes admission requirements and procedures for the Graduate School programs at UWSP. To pursue a graduate program in history, students must:

1. submit an application to the UWSP Admissions Office, which will forward the application to the graduate coordinator of the History Department;
2. have an undergraduate major in History or Social Science;
3. have a 2.75 overall undergraduate GPA; and
4. have a 3.00 undergraduate GPA in the major field.

Students not meeting these criteria may appeal to the departmental Graduate Committee for acceptance on probation. The committee may require such students to take additional coursework.

Students will consult with the graduate coordinator or a designated department adviser each semester about the program of study.

B. Policies. The current university catalog describes all graduate requirements, but the following provisions are particularly important.

1. UWSP does not automatically accept transfer graduate credits. You must submit a formal application to the History Department for approval of up to 9 credits from another accredited graduate institution; only 6 of these credits may be extension credits.
2. The History Department decides whether graduate credits taken before admission to a graduate degree program will apply toward the fulfillment of requirements of the UWSP degree program. Graduate courses taken as a special student at UWSP also fall under this provision. Students may not use more than 9 graduate credits earned before graduate admission to satisfy requirements for the degree program.

3. Students must complete all degree requirements, including transfer credits, within a seven-year period, which is counted from the end of the term in which the first degree course was taken. The University Graduate Council grants extensions only for unusual health conditions, fulfillment of military obligations, or other extenuating circumstances.
 4. A maximum of 6 credits earned in History 796—Independent Study may apply to a Master's degree, unless there are programmatic factors beyond the student's or the department's control.
 5. With the exception of thesis credit, a grade of incomplete automatically becomes an F (thesis courses excepted) unless it is removed before the end of the next semester or summer session in which the student is registered. For an incomplete to be granted, the student and the instructor must agree orally or in writing the specific requirements, including a firm date for the completion of the work and the removal of the incomplete.
 6. A student expecting to receive a graduate degree must apply for graduation in the Office of Registration and Records at the beginning of the term in which he or she expects to receive the degree and not later than the end of the third week of a semester or the first week of a summer session. Graduate degrees are conferred only in May and December. If a student applies for graduation and does not complete the degree requirements, the student must reapply for graduation.
 7. All degree requirements, except for those courses in which the student is currently enrolled, must be completed in accordance with the graduation deadlines established by the Registrar's Office. Students should consult with the Graduate Coordinator on these deadlines.
 8. Students writing a master's thesis must file at least two unbound copies of the thesis in the library. One copy of the thesis is for the library; the second is for the History Department. It is customary to give each member of the thesis committee a copy as well. The library will charge the student a nominal fee for binding.
- C. Program Requirements for the MST in History. In consultation with a graduate adviser, each graduate student will pursue a program that will best meet his or her professional needs. The basic requirements for the history portion of the MST degree include the following:
1. The student must earn a 3.25 GPA in graduate courses.
 2. The student must earn at least 18 but no more than 24 credits in history; at least 12 credits of these graduate credits must be earned at UWSP.
 3. Half of the graduate credits must be in courses numbered 700 and above.
 4. A student must enroll in at least 3 credits of History 782 or History 784 or History 786.
 5. A student must take 6 to 9 graduate credits in the School of Education; at least six credits should be at the 700 level.

6. The student must complete a culminating experience (see below).
7. As graduate dean, the dean of Letters and Sciences may grant exceptions to these rules on the recommendation of the department chair or the departmental Graduate Committee.

Students must earn at least 6 credits in 700-level Education courses and at least 9 credits in 700-level History courses; the purpose of the latter is to give students depth in their historiographical and factual knowledge of a field. Given the small numbers of students enrolled in graduate programs in the History Department, students will enroll in three 700-level courses but for the seminar courses will attend either regular graduate lecture courses or senior seminars History 489 or History 490. For those students enrolled for graduate seminar credit, instructors will design course requirements that reflect the goals of a graduate seminar experience.

D. Program Requirements for the MST in History with a Concentration in the Social Sciences. In consultation with an assigned adviser, each graduate student will plan a program that will best meet his or her professional needs in the field of social sciences. The basic requirements for this degree program include the following:

1. The student must earn a 3.25 GPA in graduate courses.
2. The student must earn 24 credited distributed in the following way:
 - a. 12 graduate credits in History, of which 6 should be at the 700 level;
 - b. 12 graduate credits in one or more of the Social Sciences, of which 6 should be at the 700 level.
3. The student must earn at least 15 credits at the 700 level.
4. The student must take 6 to 9 graduate credits in the School of Education; at least 6 credits should be at the 700 level
5. The student must complete a culminating experience (see below)
6. As graduate dean, the dean of Letters and Sciences may grant exceptions to these rules on the recommendation of the department chair or the departmental Graduate Committee.

E. Program Requirements for the MSE (General) Degree. Students interested in the MSE should contact the School of Education.

F. Culminating Experience. All graduate students must complete one of the following three options as a culminating experience for an MST degree program in History. Generally, students complete the Comprehensive Examination/Research Paper Option, and it is best to plan the graduate program with this expectation in mind because it facilitates the selection of courses. Students may at a later date elect

to write a thesis or compile a portfolio by consulting with their adviser and notifying the graduate coordinator of the change in program.

All students must take a comprehensive examination in the School of Education, which administers these examinations three times a year—in November, February, and July. When students are ready to take the comprehensive examination in Education, they should contact Lori Yonash in the School of Education (715-346-4403).

1. The Research Paper/Comprehensive Examination Option. In consultation with the history adviser, the student will take the following steps:
 - a. The student must submit a research paper prepared for a graduate course in the History Department at UWSP. In the case of students completing the MST in History with a concentration in the Social Sciences, the research paper may be from a UWSP graduate course in either the History Department or a Social Science department.
 - b. The student must successfully complete a comprehensive examination consisting of two questions in History. In the case of students completing the MST in History with a concentration in the Social Sciences, the examination will consist of one question from History and one question from a Social Science discipline.
 - c. The committee for the comprehensive examination in History will consist of two appropriate members of the History Department. For students completing the MST in History with a concentration in the Social Sciences, the examination committee for the Social Science comprehensive should consist of one member of the History Department and one member of a Social Science discipline.
 - d. The comprehensive examination in History or in the Social Sciences should be scheduled with the help of the graduate coordinator at the beginning of the semester in which the student wishes to take the examination. The graduate coordinator shall work with the faculty members with whom the student has taken courses to design two questions that are broader than the final examination in any course.
2. The Thesis Option. In consultation with the History adviser, a student may elect to complete a Master's thesis, which requires the following steps:

- a. To prepare the thesis, a student may sign up for a maximum of six credits of History 799—Thesis Credit. The members of the History Department agree that a thesis is a thesis regardless of the number of credits for which a student signs up.
 - b. The department's expectation is that a thesis engages a significant historical question, that it is based on original research (including primary sources), that it conform to the accepted disciplinary format, and that it should be 75-100 pages as a general rule
 - c. Generally, the student will select a thesis adviser appropriate to the topic of the thesis. In consultation with the thesis adviser, the student will select two other members of the History Department to serve as supplemental advisers for the thesis and as members of the oral defense committee.
 - d. The student will notify the department's graduate coordinator of the membership of the thesis committee and the topic of the thesis.
 - e. The student will formally defend a thesis prospectus before the thesis committee, before the committee will approve the topic.
 - f. The student must formally defend the thesis before the thesis committee, and at least two members of that committee must vote to accept the thesis. The committee may require revisions to the thesis by majority vote.
 - g. The student is responsible for ensuring that the final version of the thesis is submitted to the History Department in accordance with university deadlines.
 - h. See additional instructions in Appendix One.
3. The Portfolio Option. The third option for a culminating experience consists of the creation of a professional portfolio compiled under the supervision of a committee chaired by a department member selected by the student.
- a. The graduate coordinator will serve on the committee and, with the portfolio committee chair, will select a third committee member from the department.
 - b. The portfolio will consist of three parts: first, the student must compose a resume and a statement of teaching philosophy; second the student must gather the academic materials (examinations, papers, book reviews, and so forth) produced in the graduate history courses; third, the student must include a detailed course proposal and a sample of accompanying materials (i.e., lectures, in-class exercises, and

homework assignments) that emerge out of the student's graduate coursework in history.

G. Miscellaneous

1. Financial Aid. Students seeking financial aid for graduate studies should contact the Financial Aid Office in the Student Services Building.
2. Graduate Assistantships. Depending on overall graduate enrollments, the History Department sometimes awards a limited number of graduate assistantships, which entail an average of 20 hours of duties per week in the department. Students may obtain an application form from the department office. The deadline for submitting the completed form to the department office will be announced each year.
3. Style Manual. The style manual for all papers and theses in the department is the most recent edition of Kate L. Turabian's A Manual For Writers of Term Papers, Thesis and Dissertations. Students should consult A Manual of Style (University of Chicago Press) for questions that Turabian does not answer.
4. Theses. For all questions regarding thesis form (i.e., margins, paper quality, and so forth), consult the Graduate Student Thesis Handbook. The theses should be 75-100 pages long.
5. Interlibrary Loan. Graduate students have interlibrary loan privileges from the LRC. Contact the Interlibrary Loan Office (ILL) in the LRC.
6. Area Research Center. UWSP is an Area Research Center of the State Historical Society of Wisconsin and a Federal Depository. Students working in Wisconsin history and in U.S. history will find a wide variety of primary materials available through the Government Publications Department of the LRC. In addition, the State Historical Society in Madison will loan many newspapers, manuscripts, and other primary materials to our LRC.

Appendix One: The Thesis Option for Students in the MST in History and in the MST in History with a Concentration in the Social Sciences

Introduction

An MST thesis is a detailed written report of a sustained research project that systematically examines a historical problem, reviews the related professional literature, and analyzes the issues. The History Department recommends the thesis as a capstone experience for those graduate students who wish to investigate in depth a particular historical question. The thesis is especially appropriate for students who are considering application to a Ph.D. program at some future time.

You may register for up to six credits of H799, but, regardless of the number of credits for which you register, the members of the department have agreed that a thesis is usually at least 100 pages long and involves an extensive examination of the relevant literature and a coherent examination of a historical problem.

Preparation for Writing a Thesis

A thesis requires a committee of at least three department members who are on the graduate faculty. For students earning the MST in History with a Concentration in the Social Sciences, at least one of the three members of the thesis committee must be in the History Department. Your graduate adviser will help you in selecting appropriate committee members, who should have some knowledge in the area of your proposed study. Normally, you should ask the professor who is nearest in field to the subject of your investigation to be your thesis adviser; the thesis adviser is also the chair of the thesis committee. The other two members of the thesis committee should bring related expertise to your research project. Students frequently feel most comfortable with those professors with whom they have taken coursework, so you should consider potential members for your graduate committee as you move through the requirements of the program. You need to be explicit about your requirements of the committee, so your graduate adviser can help you select the most appropriate committee. For example, if you need to complete the thesis over the summer, you and your adviser should be sure that the members of the committee will be available for summer consultation.

When you have determined the subject of your thesis and established which faculty members will serve on your committee, you need to write a 4- to 5-page thesis proposal. This proposal, which must first meet the approval of your adviser, should present an organized summary of the basic issues that you wish to investigate and should include a preliminary bibliography on which your thesis will be based. Your adviser will then set up a meeting at which your committee members review the proposal, offer suggestions for your research, and indicate their acceptance or rejection of your proposal. Should the committee reject your proposal, you may seek clarification in writing from the members of the committee; after revising the proposal, you may request another meeting with the committee.

Once your thesis committee has accepted your proposal, you will normally enroll in H799—Thesis Credit for 1 to 6 credits and begin the initial review of the appropriate literature. During the initial semester or two of research in which you review the relevant literature, you should be in regular contact with your thesis adviser about the content of your research. After the review of the literature, you should draw up a proposed organization for your thesis, if you have not already provided that in the thesis proposal. Members of your thesis committee should critique this proposed organization. At this point, you should also establish a timeline for the submission of your work with your thesis adviser.

Producing the Thesis

Most students learn to write when they produce a major piece of scholarship such as a Master's thesis. You should expect that your adviser will review your first draft critically, in terms both of style and of methodology. The History Department uses Turabian as its basic style manual. You also should consult the Chicago Manual of Style, which is an expanded version of Turabian and provides a more detailed examination of stylistic issues.

Once you have gone through a draft of a chapter with your thesis adviser's help, you should give the written material to the other members of your thesis committee to get their feedback. You should feel free to set up individual meetings with the member of your committee so you can address their criticisms. Unless the committee members indicate otherwise, you should submit individual chapters to your committee members as you write the thesis, but members of your committee should have a final draft of the entire thesis at least two weeks before your defense.

Keep in mind that you must defend your thesis in an open, public, oral examination that is announced at least thirty days before your oral defense, which will be scheduled in coordination with your graduate adviser. At the defense, which usually lasts an hour, the members of the thesis committee will ask you questions that probe your knowledge of the subject of your research. At the end of the defense, you will normally be asked to leave the room while the committee discusses your performance and decides whether to sign off on your thesis. You will then be invited back into the room, and the committee will announce its decision. Committees sometimes require additional modifications to a thesis, even when they approve it at the defense. If you are asked to make revisions, you should consult closely with the chair of the thesis committee, who is responsible for achieving the committee's demands. Your major adviser will thus review and approve the modifications to the thesis.

If you fail the defense, the chair of the thesis committee will write a detailed report of the reasons why the committee did not accept the thesis. This report, which you will receive within ten days after the defense, will also contain specific recommendations and expectations that you must fulfill before scheduling another defense.

Once you have completed the revisions of your thesis, you should call Anne Swenson (715-346-4937) in the LRC about the final requirements for binding your thesis. The left-hand margin should be at least 1 ½ inches (for the binding), and the library charges \$9.00 per copy for binding. You must file one bound copy of your thesis with the LRC; the History Department requires one bound copy, and you should give a copy of your bound thesis to each member of your committee. In addition, you should submit a copy of the form that demonstrates you have filed your thesis in the library with the Graduate Coordinator in the History Department.

Requirements for Thesis Organization

Your thesis must include the following sections:

- A title page
- A thesis approval page
- An abstract
- A table of contents
- An introduction
- The body of the thesis
- A bibliography

For examples of the format for the title page and the thesis approval page, see appendices I and II of this handbook. Be sure to check with the members of your committee about how they want their names to appear on the thesis approval form. That form should also bear the date of your defense.

The abstract provides a concise summary (about 500 words) of your thesis and is usually single-spaced.

The table of contents lists the page numbers of the internal divisions of the thesis. You should be sure that the page numbers in the table of contents match your final bound copy. If appropriate, your thesis should also include a list with page numbers of illustrations, maps, and tables; this list should appear after the table of contents.

You may include a preface or acknowledgements, in which you thank individuals who helped you complete the thesis. You should place these pages after the table of contents.

Appendices, which contain a variety of materials that supplement your analysis, should be placed after the text of the thesis but before the bibliography.

The title page, the dedication page (which is optional), and the approval page are not numbered; the abstract, the preface, the acknowledgments, the table of contents, the list of illustrations, the list of maps, and the list of tables are numbered in lower-case Roman numerals. The remainder of the thesis is numbered from page 1. Page numbers should appear at the top and center of the pages; generally, the number of first pages of the introduction, each chapter, and the conclusions do not appear but

are included in the page count. Your thesis may have either footnotes or endnotes; endnotes may appear after each chapter or at the end of the thesis.

You should use good quality, rag bond paper for the permanent copies of your thesis (one copy for the library; one copy for the history department). Do not use corrasible bond. You may duplicate the remaining copies.

Be sure that tables, graphs, maps, and other visual displays are accurately reproduced and clearly labeled.

Example of a Title Page

TITLE

By

First Name, Middle Name/Middle Initial, Last Name

A Thesis
submitted in partial fulfillment of the
requirements for the degree

Masters of Science of Teaching

in the History Department
at the University of Wisconsin—Stevens Point
Stevens Point, Wisconsin

Month Year

Example of Thesis Approval Form

Thesis Approval Form

Department of History
University of Wisconsin—Stevens Point

First Name, Middle Name or Initial, Last Name

has successfully written and defended his/her MST thesis entitled

“Title of Thesis.”

Name
Thesis Committee Chair

Name
Committee Member

Name
Committee Member

Month Day, Year

The thesis is approved for X hours of credit.