

Graduate Student Handbook
M.A. Program
Department of History

State University of New York Oswego
Oswego, NY 13126

http://www.oswego.edu/Acad_Dept/a_and_s/history/gradprogram.html

Contact:
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315-312-2170

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I. Outline of Program

A. Graduate History at SUNY Oswego

The Students

The graduate program in history is designed to meet the needs of a variety of individuals who are teachers or want to teach, have an interest in applied history, are seeking a terminal degree in liberal arts, or want to focus on research and writing as a step toward a Ph.D.

The department offers a number of graduate courses in the evenings during the fall and spring semester as well as classes during the summer.

The Faculty

Faculty who teach courses in the MA program hold Ph.D. degrees from nationally and internationally recognized institutions. Their commitment to research is reflected in published books and articles, and commitment to teaching in courses developed and awards received for teaching and curricular innovation.

The Program

The M.A. in history is a dynamic program offering individual attention to students. The requirements include a core course in historiography and historical methods, two fields of specialization, and a culminating track. Students choose two of the following areas for specialization: United States History, European History, Women's History and Global History. The culminating track is a thesis, directed readings, teaching, or an internship in applied history. Six hours credits may be transferred from an accredited institution with the approval of the History Department Graduate Committee.

Affiliated Programs

The History Department M.A. Program works closely with faculty in other programs on campus, including the School of Education, American Studies, International and Global Studies, Medieval and Renaissance Studies, Museum Studies, Native American Studies, Women's Studies, and Special Collections in Penfield Library. Depending on the interests and fields of specialization, students may also incorporate advanced foreign language courses, statistics, or computer courses into their history program. History M.A. students may count up to six hours of graduate credit from another department (taken under advisement) toward their history degree.

Campus Resources

Campus resources include Penfield Library, with over 400,000 bound volumes, thousands of microforms, periodicals, media resources, and web access to major reference works. Penfield Library also has an outstanding Special Collections, focusing on local history, college archives, and rare books. Our students use this not only as researchers but also as a major internship opportunity.

Oswego has up-to-date computer systems with full Internet and World Wide Web access.

History Department Listserv for Graduate Students and History Faculty

The History Department maintains a listserv to facilitate communication between faculty and students. The listserv is a place to post questions and comments about the graduate program and about history, information about new courses and professors, and other items of interest.

To sign on to the list, send an email to majordomo@oswego.edu. Leave the Subject: line blank, and in the body of the message, type the following: **subscribe history-ma-l**. You will receive a message from Majordomo and to be fully subscribed to this listserv, you must reply.

B. Administration of Program

Graduate Studies at SUNY Oswego are administered by the graduate dean whose office oversees graduate programs in Arts and Science, Education, and Business, receives and forwards applications, handles registration for courses, advises students on financial issues, and awards degrees. The graduate director in consultation with the History Department's Graduate Committee administers the History Department's MA Program. Together they determine admission to the program, regulate courses offered, approve transfer credit, and advance students to candidacy.

Graduate Program Director

The director of the graduate program is the first contact person for graduate students. The director discusses the program with prospective students, oversees student files, assigns advisors, and represents the department on the Graduate Council.

History Department Graduate Committee

At least three members of the department's graduate faculty are on the committee that works with the graduate director to oversee the operation of the program.

Graduate Advisors

Each student is assigned a graduate advisor who approves all courses and advises him/her regarding an appropriate track.

C. Admission Criteria and Requirements

- Completed baccalaureate from an accredited institution with a major, minor or concentrate in history.
- GRE scores are optional.
- Three letters of recommendation, two from faculty with whom the applicant has worked.
- A two page statement outlining the applicant's academic background, preparation for the M.A. program in History, fields of interest, and reasons for seeking admission into the program at SUNY Oswego.
- A research paper (minimum 10 pages) with footnotes and bibliography.

Application deadlines:

April 1st for summer admission. April 30th for fall admission. November 1st for spring admission

The Graduate Committee meets at the earliest possible time after the deadline to review and to make decisions on the applications. The Graduate Committee informs the Graduate dean of its decisions and applicants receive a formal letter from the dean.

D. Masters Program Requirements. (30 sh, 18 grad-only sh)

- **History 500 - Historiography (3 hours).**
- **Two fields of specialization (major and minor) chosen from the following:**
European History, United States History, Global History, Women's History.
Major field: 12 hours (four courses), including at least one graduate only seminar.
Minor field: 9 hours (three courses), including at least one graduate seminar.
Please note, among these 21 hours courses, 9 hours must be graduate only seminar courses.
- **A culminating track chosen from the following (6 hours):**
Research/Thesis (HIS 598)
Directed Readings (HIS 590)
Teaching History: Teaching Assistantship (HIS 596)
Applied History (GST 691)

E. Guidelines for Graduate Credit in Undergraduate Courses (300-400 level).

Graduate students enrolled in dual listed courses (300/ 500) must:

- Complete all requirements specified on the syllabus for undergraduates taking the course for 300-level credit unless certain assignments are deemed inappropriate or unnecessary for graduate students. If so, they are to be replaced by equivalent graduate level assignments.
- Complete additional reading and writing assignments, so that the sum of what is required of the graduate student (in pages of reading and writing) exceeds what is required of the undergraduate student in the same course. It is also understood that this relative measure should generate a workload for the graduate students that includes at least 1500 pages of reading and 15 pages of writing (exams not included) for a one semester, three credit hour course.

F. Additional Requirements*

- Grades: a grade of at least B- must be earned in any course to be counted toward the M.A. degree in History.
- The Graduate Committee in consultation with the student's advisor reviews student progress.
- Faculty: every student in the program must take courses from at least three different faculty members.

*The History Department reserves the right to make changes as the program evolves.

II. General Requirements
History M.A. Program SUNY Oswego

A. Admission to the Program

The Dean of Graduate Studies grants admission to the M.A. program in history. In general, a candidate should have a 3.0 GPA in an undergraduate history major, minor, or concentration to be considered for admission.

B. Graduate Catalog

Students entering degree programs at Oswego must acquaint themselves thoroughly with the Graduate Catalog, especially the section about academic procedures. Each student is responsible for understanding program requirements and for initiating appropriate action when required to fulfill those requirements.

C. Grade Point Average

Students must maintain a 3.0 GPA in course work. No student may begin his or her culminating track (thesis, internship, teaching assistantship, or directed readings) without a 3.0 or better GPA. The Graduate Committee reviews student progress on a regular schedule and may drop from the program a student who receives a grade below B- or whose GPA falls below 3.0.

D. Candidacy

A student admitted to graduate study must file his/her degree candidacy status at the midpoint (completion of 12-18 semester hours) in his/ her coursework. Hours in excess of 18 are subject to forfeiture. In order to qualify for the awarding of degree candidacy, the student must possess an overall cumulative average of 3.0 or better, with no grades below C. Although no grade below B- is counted towards the degree, a student may have a grade of C on his/her transcript and still advance to candidacy.

E. Culminating Track

Students should begin considering the culminating track from the time they enter the program but they must make the final decision when they file for candidacy.

F. Final Evaluation

THESIS TRACK: Each student who completes a thesis defends his/her thesis to a committee composed of the student's main advisor on the history faculty, the two other readers of the thesis, the Graduate Director, and the Graduate Dean. Interested members of the History Department and college community may attend the defense.

INTERNSHIP TRACK: Students completing the internship track are evaluated by a working professional in a history-related field and his/her advisor. Students who elect this track create a portfolio during the course of internship.

TEACHING TRACK: Students enrolled in the teaching track are supervised and evaluated by the professor with whom they teach. The student will create a teaching portfolio during the course of the semester he/she teaches.

DIRECTED READINGS: The student may work with one or two professors. Each course involves a contact outlining readings, conferences and assignments, and evaluated separately.

G. Advisor

The Graduate Program Director will act as the major advisor for history graduate students until the student selects or is assigned an advisor.

H. Time Limits to Complete Degree Requirements

College policy allows seven years to complete program requirements for degrees. Any course work to be applied to degree programs must be no older than seven years from the semester in which the actual degree is awarded.

Application for Awarding the Diploma

The form for applying for a diploma must be filed with the Graduate Office by the dates below:

| | To be listed in the program | Final deadline* |
|-------------------------|-----------------------------|-----------------|
| For May graduation | February 1 | May 1 |
| For August graduation | February 1 | July 15 |
| For December graduation | October 1 | December 1 |

III. Graduate Faculty

Frank Byrne, Ph.D., Ohio State University.

Nineteenth Century USA, Civil War

Douglas Deal, Ph.D., University of Rochester.

Colonial America, U.S. from the Revolution to the Civil War, U.S. South

Geraldine Forbes, Ph.D., University of Illinois.

Colonial and Postcolonial India, Women's History

Leonardo Hernandez, Ph.D., Brown University.

Colonial and Modern Latin American History, Latin American Social and Cultural History

Gwen Kay, Ph.D., Yale University.

History of Medicine and Science. Progressive Era America, Women's History

David King, Ph.D., SUNY Stony Brook.

Nineteenth Century European History. British History, Intellectual, Social and Cultural History, Comparative Industrialization

Mark Kulikowski, Ph.D., SUNY Binghamton.

Modern Russian History, U.S. Diplomatic History

Christopher Mack, Ph.D., CUNY Graduate Center.

Modern European Intellectual History, Modern European History, Modern Germany, History of Sports

Mary McCune, Ph.D., Ohio State University.

Women's History, Modern U.S. History, Modern Jewish History

Kenneth Marshall, Ph.D., Michigan State University.

Slavery, Emancipation, Rural Middle Atlantic, Race and Manhood in Early America, Black Migration

Karen Nicholas, Ph.D., Brown University.

European History, Classical and Medieval Europe

Ming-te Pan, Ph.D., University of California, Irvine.

East Asian, China, Social and Economic History of Late Imperial China

Gregory Parsons, Ph.D., University of Rochester.

Modern Germany, Modern Europe

Luther Peterson, Ph.D., University of Wisconsin. Professor Emeritus

European History, Renaissance and Reformation, Christianity and Judaism, Biblical History

Robert Salisbury, Ph.D., University of Minnesota.

Late Nineteenth and Early Twentieth Century U.S. History, Western History, Immigration, Canadian History

Judith Wellman, Ph.D., University of Virginia. Professor Emeritus

Nineteenth Century U.S. History, U.S. Women's History, Local and Social History, Public History

Uyilawa Usuanlele, Ph.D., Queen's University, Ontario Canada

Africa History

IV. Financial Aid

Students admitted into the graduate program are eligible for financial aid. In addition, the History Department offers at least one full-time assistantship and part-time assistantships. If you wish to be considered for a graduate assistantship please fill out the separate application for graduate assistantships and mail it with your completed application for graduate studies.

V. Culminating Tracks

Every student must choose one six-hour track to complete his/her M.A. degree. To begin the culminating track a student must be a candidate for M.A. in History.

A. Thesis Track {HIS 598}

The Thesis

A thesis in history demonstrates the student's ability to answer a historical question in a well-organized and well written essay using primary sources in the context of relevant secondary literature. Thesis are 40-100 typed pages, documented using the Chicago Manual of Style with a bibliography.

Normally, the first three hours of the thesis track will result in a substantial written proposal, including a clear identification of the main question, thesis, sources, and methods, with a historiographical essay and outline of the proposed work. The second three hours will result in the thesis itself. The thesis advisor is responsible for guiding the student to a final draft. The other two committee members then read the final product. After they read it, all three committee members meet with the student for the defense. A final copy of the thesis, with revisions complete, is presented to the History Department and the Graduate Dean.

Working With Your Advisor

The thesis can only be completed under the supervision of an advisor. The student begins by discussing writing a thesis with his/her academic advisor, and then contacts the faculty member most suitable to be his/her thesis advisor.

The advisor and student work together to identify a topic of genuine interest to the student.

Choosing a Topic

The thesis topic must meet the following criteria:

- Contributes new information or a new perspective of history.
- Is feasible in terms of resources and time needed for completion.

Thesis Proposal

The thesis proposal, to be completed during the first three hours of thesis credit, is a workable plan for completing the thesis.

The thesis proposals should demonstrate the student's knowledge of:

- Appropriate bibliographies and indexes
- Major secondary works relating to the topic
- Relevant primary sources
- Research strategies
- Good writing techniques

Format

Three approved copies of a thesis, each with an abstract, must be filed with the Director of Graduate Studies, Department of History, at least four weeks before the degree is awarded. The following formatting requirements apply:

- The paper must be 20 lb. weight bond.
- Type must be courier or courier new (12 pt)
- The copy must be free of errors.
- "Binding" margins (1-1 1/2 inch left margins) are required. All others must be one inch.
- Documentation style must follow the most recent Chicago style of documentation keyed to a bibliography, with informational footnotes.
- An abstract of no more than 100 words must be attached.

- The final copies must be arranged in the following order:
 Title page
 Approval page
 Abstract
 Table of Contents
 Body of Text
 List of Works consulted

B. Directed Readings Track [HIS 590]

Directed readings will consist of two three-hour courses focused on the same or different topics related either to a student's major or minor. The emphasis will be on reading a substantial number of secondary works, discussing them with the professor, and writing a series of comparative book reviews, historiographical essays, or papers.

Procedures

- Complete Directed Readings contract for History 590. These contracts are to be completed by the end of the first week of the semester. A copy of the contract is deposited in the student file.
- Instructors hold weekly conferences with students to discuss works read.
- Copies of papers produced will be included in the student's file.

C. Teaching History Track [HIS 596]

Students who choose this track should have a good background in the content of the course. Generally, this means that students will have had this course or a similar one as undergraduates.

Procedures

- Make arrangements with an appropriate professor by the middle of the semester preceding the teaching semester.
- Complete the Teaching Track form and submit copies to the professor and to the History Graduate Director.

Guidelines

Students who complete this track can expect to acquire:

- An understanding of the course content.
- A sense of the main issues involved in teaching college history, including a consideration of learning styles, teaching techniques, and evaluation.
- Experience in presenting information in several different ways to a class, developing a variety of evaluation instruments, reading essays, keeping records, and relating directly to students.

Readings in this course will include:

- All materials assigned to students in the course.
- Additional readings on teaching techniques.

Requirements include (when appropriate for course):

- Attend all classes and complete assigned readings.
- Attend weekly planning sessions with the instructor.
- Lead small group discussions.
- Help administer quizzes and exams.
- Present a variety of lectures, active learning projects, quizzes, and exams.
- Grade short student essays.
- Keep attendance records and grades.
- Help answer student questions and monitor student progress.
- Hold review sessions before the mid-term and final.
- Keep a journal describing and analyzing main issues that develop as the course progresses.
- Write a brief paper (5-8 pages) summarizing experiences and what was learned.
- Develop a portfolio documenting experiences in this class.
- Prepare a syllabus for a similar class.

Evaluation will be based on:

- Lesson plans and class presentations.
- Classroom observations by professor.
- Student evaluations.

- Journal of activities and reactions.
- Portfolio.
- Summary paper at the end of the semester.
- Proposed syllabus for a similar class.

D. Applied History: History Internship Track [GST 691]

A Student interested in an internship should discuss this option and its suitability to his/her program with an academic advisor. The next step involves working with the Office of Experience-Based Education to locate a placement. Local history internship sites include Special Collections in Penfield Library, the Oswego County Historical Society, Fort Ontario, the Heritage Foundation, the H. Lee White Marine Museum, Ste. Marie Among the Iroquois in Liverpool, and Women's Rights National Historical Park in Seneca Falls. This track may be completed at one or two sites. Once the site is chosen, the student works with his/her advisor, a History department sponsor, Experience-Based Education, and the site supervisor from the place of internship to complete the internship contract.

Procedure

- Make arrangements with an internship site, a History Department sponsor and the Experience Based Education Office during the semester preceding internship.
- Fill out the appropriate forms from Experience-Based Education.

Guidelines

Expected Workload

Students will spend 120 hours in a 3-credit internship (or about nine hours per week for a fourteen-week semester) and 240 hours for a 6-credit internship (or about 18 hours per week). This can include relevant background reading, journal writing, and paper preparation as well as actual work at the site.

Evaluation

Students make arrangements with his/her supervisor on the internship site and the history department sponsor to develop a contract outlining work to be completed and evaluation. A portfolio, documenting the internship experience, can include a work log, journals, supervisor's on-site evaluations, job related readings and writings, research notes, research paper, reflection papers, etc.

Responsibilities of Site Supervisors

- Willingness to provide adequate supervision.
- Development of projects that will use history-related knowledge or skills.

Responsibilities of History Department Sponsor

- Help student select an appropriate site.
- Maintain adequate communications with the site supervisor and student.
- Assign student's grade in consultations with the site supervisor.

Responsibilities of Intern

- Develop a clear learning agreement, in consultation with site supervisor, history department sponsor, and the Experience-Based Education Office using the forms required by Experience-Based Education. The learning agreement should include: goals and objectives, the work to be accomplished, products, timetable, and method of evaluation.
- Complete work outlined.

VI. Forms

A. Admission Procedures for Graduate Students

B. Application for Admission to Graduate Study

C. Application for Graduate Assistantship

D. Check list for application

E. Graduate Student Record

F. Thesis Track contract

G. Directed Readings Contract

H. Teaching Contract

I. Applied History Contract

J. Application for Admission to Candidacy

K. Application for Awarding the Diploma

A. Admission Procedures for Graduate Students

GRADUATE OFFICE
STATE UNIVERSITY OF NEW YORK AT OSWEGO
ROOM 602 - CULKIN HALL
OSWEGO, NEW YORK 13126
PHONE: 315-341-3152

ADMISSION PROCEDURES FOR GRADUATE STUDENTS

DEGREE STATUS

Admission to graduate degree status at Oswego is limited to those students whose formal applications and credentials meet the admission standards established by the academic department to which the candidate is applying. Although the College attempts to admit all qualified applicants, fiscal constraints may limit the number of new admissions in any or all programs.

Requirements for Degree Applicants.

1. The formal application for MA, MS, or CAS study is submitted to the Graduate Office at the above address.
2. A \$50.00 application fee is required. Please make checks payable to "SUNY Oswego". EOP students may request an exemption from this fee by providing verification of their EOP status.
3. General application dates are April 1st for the summer term; July 1st for the fall semester; and no later than November 1st for the spring semester. Candidates for admission are advised that *special application dates may apply* for specific programs. See the departmental program description in the current Graduate Catalog or Graduate Course Offerings for these dates.
4. Applicants must request official transcripts of all previous undergraduate and graduate work be submitted directly to the Graduate Office at the above address. Note: Graduates of SUNY Oswego are exempt from the requirement of requesting an Oswego transcript. However, if the date of graduation is more than 20 years, transcripts of any transfer credit to Oswego must be submitted.
5. Letters of recommendation must be submitted directly to the Graduate Office at the above address. Please consult Table I in the Graduate Catalog for the appropriate number of letters of recommendation required for the specific program to which you are applying. Students who are applying for professional programs may submit recommendations from administrators or other teachers qualified to judge the applicant's competence. Such letters may be submitted on the letterhead stationery of the author. Students without teaching experience, or those who apply to academic graduate programs should submit recommendations from faculty members from their undergraduate institutions, and forms included in the application packet may be used.
6. Graduate Record Examination scores are not required for all programs. Specified GRE score requirements appear in Table I in the Graduate Catalog, for professional graduate programs, and each individual department may be consulted for information on GRE score submittal. Please be informed that GRE scores must fall within five years of date of admission to remain valid for admission review use. The Graduate Management Aptitude Test (GMAT) is required for admission to the graduate program in Management.

Oswego is a National Test Center for the GRE and GMAT. The examinations are administered on our campus and in other locations. Applications for the Graduate Record Examinations must be submitted in accordance with the schedule published in the GRE and GMAT booklet. A

GRE or GMAT booklet is included in each application packet, unless the packet is one made for a specific program that does not require GRE/GMAT submittal (e.g. Industrial Arts).

7. In certain instances, applicants may be required to submit additional materials to meet departmental requirements. Some departments require a personal interview and that department will notify the applicant if such an interview is necessary.
8. Once all admission materials have been received by the Graduate Office, the folder is forwarded to the appropriate department admission committee for admission review evaluation and recommendation. The final decision regarding admission to a degree or CAS program is communicated to the applicant by the Graduate Office.
9. After formal admission, a student is assigned a faculty program advisor. If the student has completed graduate courses prior-to-admission and wishes to request transfer credit consideration for program application, Transfer Credit Approval forms must be completed and submitted, along with a course description from the college catalog, to the Graduate Office. These forms are available from the Graduate Office. Prior approval is to be secured before enrolling in off-campus coursework.
10. A total of nine hours of coursework completed prior-to-admission may be requested for transfer consideration for program application. This includes coursework taken at Oswego, and also any work taken at other institutions prior-to-admission. No more than six hours of coursework taken at other institutions may be requested for transfer credit consideration, and those other institution hours become part of the maximum of nine hours which may be selected for transfer credit consideration. Work completed from other institutions must be verified by official transcript submittal, and a course description from the college catalog must accompany the Approval of Transfer Credit form when making the request for transfer-credit consideration.

NON-DEGREE STATUS

Students who wish to take graduate or undergraduate courses without entering a degree program may be admitted as non-degree students. Non-degree applicants must submit a non-degree application form and an official transcript showing evidence of a baccalaureate degree from an accredited college to the Graduate Office at the above address in order to qualify for registration for non-degree coursework on either the undergraduate or graduate level.

In non-degree study, students generally follow a free elective program, but must meet all course prerequisites. Non-degree graduate students should keep in mind that no more than nine hours of coursework completed prior-to-admission may be requested for transfer consideration into a degree program. This total of nine hours includes any off-campus prior-to-admission coursework. No more than six hours of off-campus coursework may be requested for transfer consideration for degree program application. Therefore, if the student is contemplating entering a degree program, he/she should seek advice from the appropriate department as soon as possible.

NOTE: All forms mentioned on this instruction sheet, plus any forms relevant to graduate degree procedures, are available at the Graduate Office at the above address. When requesting a complete application packet, please identify the program involved so the appropriate packet can be sent.

3. Application for Admission to Graduate Study

**GRADUATE OFFICE
STATE UNIVERSITY OF NEW YORK AT OSWEGO
ROOM 502 • CULKIN HALL • OSWEGO, NEW YORK 13126**

APPLICATION FOR ADMISSION TO GRADUATE STUDY - MASTER'S OR CERTIFICATE OF ADVANCED STUDY PROGRAM

Admission to graduate program status is limited to those whose formal graduate degree or CAS applications and credentials undergo the examination and review evaluation of the appropriate department admission committee. Final approval for admission and notification to the applicant is made by the Graduate Office. Satisfactory completion of coursework as a non-degree graduate student should not be construed as informal approval for admission to a degree program.

Applying for: Full-time study Part-time study Semester applied for: Fall Spring Summer Year _____

Name Mr. _____
 Ms. _____

Date of Birth _____ Country of Birth _____

Are your educational records filed under a different name? No Yes If yes, what name: _____

Social Security Number* _____ Phone: Area Code (_____) _____

Current Mailing Address _____
(STREET, CITY STATE, ZIP)

Predominant Ethnic Background (See codes below) _____
8) White; 6) Hispanic; 3) Asian (including India) or Pacific Islander; 2) Black Non-Hispanic; 1) American Indian or Alaskan Eskimo

Permanent Mailing Address _____
(STREET, CITY, STATE, ZIP)

Phone: Area Code (_____) _____

Citizenship: United States New York State Resident? Yes No

Other: _____ Visa type _____

DESIRED AREA OF GRADUATE STUDY

Graduate Program Code Number _____ Please refer to the attached graduate program instruction sheet and enter the program to which you are applying. If you are applying to the MEd program, please indicate the specialty strand number involved.

TEACHING CERTIFICATION

Now qualified to teach _____ by the following certificate:

Type _____ State _____ Number _____ Date of Issuance _____

SUMMARY OF COLLEGE OR GRADUATE SCHOOL PREPARATION

List colleges or universities attended or where work is in progress, giving dates of attendance, degrees awarded or anticipated with dates for these degrees. List most recent attendance first. One official transcript from each institution must be submitted to the address above.

| | INSTITUTION | MAJOR | DATE ENTERING | DATE LEAVING | DEGREE AND DATE |
|----|-------------|-------|---------------|--------------|-----------------|
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ | _____ |

Honors, prizes, scholarships, honor societies, professional associations and offices held:

Foreign language proficiency: Do you read or write a foreign language? _____

If so, identify the language _____

Have you enrolled previously as a non-degree graduate student at Oswego? No Yes Last semester attended _____

If yes, please show number of hours accumulated: _____

SUMMARY OF PROFESSIONAL EXPERIENCE

Indicate all professional positions held: (List present employment first)

| EMPLOYER | ADDRESS | DATES | POSITIONS HELD |
|----------|---------|-------|----------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |

GRE or GMAT scores must be within five years of the date of admission review to remain valid for use. When did you, or when do you plan to take, the Examination(s), if required?

GRE Aptitude: _____ GRE Advanced: _____ Exam Date: _____

GMAT Score: _____ Exam Date: _____

TOEFL score: _____ Date of test: _____ month _____ day _____ year

List below the names of referees whom you have asked to write letters of recommendation to support your application.

1. _____
2. _____
3. _____

Do you have any handicaps or disabilities which need to be considered in the assignment of buildings? Yes No
If there are any special health considerations that may affect your performance in graduate school, please specify them:

PURPOSE FOR GRADUATE STUDY STATEMENT

Write a statement below indicating your purpose in applying for graduate degree or CAS program study, identifying any particular area of special interest within the major field, your plans for future occupation and/or profession, and any additional information which may be of help in evaluating your preparation and your fitness for graduate study at Oswego. (Use additional sheet(s) if necessary.)

This application should be regarded as evidence that I seek the Master's Degree and/or Certificate of Advanced Study at the State University of New York at Oswego, and further, that this information furnished by me is true and accurate.

Signed _____ Date _____

This application and all other admission documents are to be submitted directly to:
Graduate Office • State University of New York at Oswego • Room 602 • Culkin Hall • Oswego, New York 13126

C. Application for Graduate Assistantship

State University of New York
College at Oswego
Graduate Assistantship Application
MA Program in History

Date _____ ID Number _____

Name of Applicant _____
last first m.i.

Mailing address _____
street city state zip

Telephone _____

Academic Preparation:
attach a separate sheet if necessary

| Institution | Major | Dates | Degree |
|-------------|-------|-------|--------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Status of Graduate Work at SUNY Oswego:

Degree sought _____ Major _____

Admission Date _____ Expected completion date _____

Academic Employment:
attach a separate sheet if necessary

| Institution | Position | Dates |
|-------------|----------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Other Employment:

**State University of New York
College at Oswego
Graduate Assistantship Application
MA Program in History**

Publications:

Professional Affiliations:

Community Services:

Additional qualifications for a Graduate Assistantship:

How do you perceive graduate study and experience as a graduate assistant relating to your career plans?

Signature of Applicant _____

D. Check list for application

MA Program in History
State University of New York Oswego

CHECK LIST FOR APPLICATION TO MA PROGRAM IN HISTORY:

- _____ Completed Application form.
- _____ Transcripts of completed baccalaureate from an accredited institution with a major, minor or concentrate in history.
- _____ A two-page statement outlining the applicant's academic background, preparation for the MA program in History, fields of interest, and reasons for seeking admission into the program at SUNY Oswego.
- _____ A research paper (minimum 10 pages) with footnotes and bibliography.
- _____ GRE scores (optional).
- _____ Three letters of recommendation, two from faculty with whom the applicant has worked.

History Department MA Program Graduate Student Record

Name _____

Advisor _____

SSN _____

Address _____

Phone _____

Email _____

Date Accepted _____

Date Admitted to Candidacy _____

Date of Oral Exam _____

Date Filed for Diploma _____

Date of Graduation _____

Advisor Consultation Notes

Date Initials

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

* Indicates Graduate only course. Eighteen hours of graduate only coursework are required for completion of the degree.

A. * HIS 500: Historian as Professional - 3 hours Date Taken _____ Grade _____

B. Major Field - 12 hours including at least one graduate seminar

European _____ American _____ Global _____ Women _____

| Courses | Date Taken | Grade |
|---------|------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

C. Minor Field - 9 hours including at least one graduate seminar

European _____ American _____ Global _____ Women _____

| Courses | Date Taken | Grade |
|---------|------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

D. Culminating Track - 6 hours

Thesis _____ Directed Study _____ Teaching _____ Internship _____

| Courses | Date Taken | Grade |
|---------|------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

E. Additional Courses

| Courses | Date Taken | Grade |
|---------|------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Revised 11/97 ejd

F. Thesis Track contract

**State University of New York at Oswego
THESIS TRACK [HIS 598]
History Department Graduate Program**

Between: _____
(Student)

and: _____
(Thesis Director)

Thesis title: _____

Thesis abstract: _____

Sources and bibliography:

Conferences with Instructor:

Deadlines for completed work:

Names of two additional members of the thesis committee:

Student

Thesis Advisor

Chair, History Department

Chair, Graduate Committee

Date

G. Directed Readings Contract

**State University of New York at Oswego
DIRECTED READINGS CONTRACT [HIS 590]
History Department Graduate Program**

Between: _____
(Student)

and: _____
(Instructor)

Title of Study: _____

Objectives to be achieved:

List of books and articles to be read during the semester:

Conferences with Instructor:

Papers, reports to be completed by student:

Deadlines for completed work:

Method of Evaluation:

Student

Instructor

Chair, History Department

Chair, Graduate Committee

Date

H. Teaching Contract

**State University of New York at Oswego
TEACHING AGREEMENT [HIS 596]
History Department Graduate Program**

Between: _____
(Student)

and _____
(Instructor)

Course and semester: _____

Objectives:

Readings:

Requirements:

Evaluation:

Student

Instructor

Chair, History Department

Chair, Graduate Committee

I. Applied History Contract

**State University of New York at Oswego
 INTERNSHIP AGREEMENT [GST 691]
 History Department Graduate Program**

GST 691

State University of New York College at Oswego Internship Learning Agreement

Name: _____ SS#: _____ Major: History - Graduate Graduation Date: _____
 Address during Internship: _____ Effective Date: _____
(Street) (City, State) (Zip)
 Email Address: _____ Student Phone for Above Address: () _____
 Dept./Course No. GST 691 Internship - Credits: _____ Hours Per Week: _____ Fall/Spring/Summer - Year: _____ Dates: _____
 Internship Site: _____
 Site Address: _____
(Street) (City, State) (Zip)
 Supervisor Name: _____ Phone: () _____ Total credits this semester: _____

Position Responsibilities: What work will you do? Please be specific.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Internship Approval Signatures:

| | |
|-------------------------------------|------|
| Student | Date |
| Faculty Sponsor | Date |
| Print Sponsor Name: _____ | |
| Academic Advisor | Date |
| Department Chair | Date |
| Experience-Based Education Director | Date |
| Site Supervisor | Date |

Internship (498/691) will be Graded:
 H-Honors, S-Satisfactory, U-Unsatisfactory

Learning Objectives: What do you hope to learn?
 Minimum of 5 objectives are required.

Means of Evaluation: As determined by faculty sponsor, include specific content and due dates. Submit all papers in **DUPLICATE** to EBE Office.

| | |
|----|--|
| 1. | 1. Midterm Paper - Scholarly 8-10 page paper with specific topic: Number of Sources Required: _____ Date Due: _____ |
| 2. | 2. Timesheets signed by site supervisor: Due Monthly |
| 3. | 3. _____ Date Due: _____ |
| 4. | 4. _____ Date Due: _____ |
| 5. | 5. _____ Date Due: _____ |
| 6. | 6. _____ Date Due: _____ |
| 7. | 7. Final Summary Paper following Experience-Based Education Guidelines (6-8 pages in length) Date Due: _____ |
| 8. | 8. Site Supervisor's Evaluation Form ** Mailed to supervisor by Experience-Based Education** Date Due: _____ |

GRADUATE OFFICE
 State University of New York
 Room 602, Culkin Hall
 Oswego, New York 13126
 Phone: 315-341-3152

Date _____

APPLICATION FOR ADMISSION TO CANDIDACY FOR THE MASTER'S PROGRAM

Students admitted to graduate degree study must apply for candidacy after completion of 12-18 semester hours of their programs. The information requested in this application must be filed with the Graduate Office. Students in Reading Education must file with the Reading Department in Poucher Hall.

Full name _____ Soc. Sec. Number* _____

Home address _____ Phone (area code) _____ (number) _____

Present address _____

If part-time student, indicate present position _____

In what area are you doing your graduate work? _____

Date of Baccalaureate degree _____ Undergraduate major _____

College granting your baccalaureate degree _____

If certified, indicate area _____

Date _____ Type _____ Number _____

List the courses applicable to the degree program

| Number and Title of Course | Instructor | Date Taken | Grade | College or University |
|----------------------------|------------|------------|-------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

List any honors, prizes, or scholarships you have received or honor societies to which you have been elected. _____

Publications _____

Have you ever been dismissed from or denied admission to any school, college, or graduate school? _____ If yes, explain: _____

The applicant will receive instructions from the department regarding his requirements for accomplishing candidacy. After departmental evaluation, a statement regarding the student's degree status will be sent to the student, with a copy sent to the divisional Graduate Office for inclusion in the student's folder

White - Graduate Office
 Yellow - Advisor folder
 Pink - Student
 43-6 3/85

*Disclosure of Social Security Numbers is voluntary and is used to facilitate identification and record keeping. Authority to solicit the Social Security Number has been established under Section 355 of the Education Law of the State of New York

K. Application for Awarding the Diploma

STATE UNIVERSITY OF NEW YORK AT OSWEGO
GRADUATE DIPLOMA APPLICATION

Name as it should appear on diploma and in the commencement program:

last first middle

Home address for mailing of diploma:

street city state zip

Soc. Sec. No.** _____ Date of Birth _____ Gender M F County _____

Predominant Ethnic Background: 8. White 7. Non-Resident Alien 6. Hispanic 3. Asian (including India) or Pacific Islander
 2. Black, Non-Hispanic 1. American Indian or Alaskan Eskimo

Please check the appropriate date:

| Anticipated Graduation (include year) | Commencement Program Deadline* | Application Deadline |
|---|-----------------------------------|-------------------------|
| <input type="checkbox"/> December graduation 19____ | On or before October 1st | Up to December 1st |
| <input type="checkbox"/> May graduation 19____ | On or before February 1st | Up to May 1st |
| <input type="checkbox"/> August graduation 19____ | On or before February 1st | Up to July 15th |

Please Check

MASTER OF SCIENCE IN EDUCATION

- 830 Technology Education
- 870 Reading Education
- 885 Vocational-Technical Education
- 992 Special Education

MASTER OF SCIENCE IN EDUCATION (Unified Program)

Candidates are to indicate *both* the speciality area *and* certification area from the following list:

- 900 Affective Education
- 905 Curriculum & Instruction Elementary Education
- 910 Curriculum & Instruction Middle School
- 915 Curriculum & Instruction Secondary Education
- 925 Early Childhood
- 928 Education of the Gifted and Talented
- 940 Elementary Education N-6
- 944 Exceptional Students
- 950 Secondary Education Biology 7-12
- 955 Secondary Education Chemistry 7-12
- 960 Secondary Education Earth Science 7-12
- 985 Secondary English 7-12
- 970 Secondary Education Mathematics 7-12
- 975 Secondary Education Physics 7-12
- 980 Secondary Education Social Studies

MASTER OF ARTS

- 805 Art
- 806 English
- 823 History

MASTER OF BUSINESS ADMINISTRATION

- 824 BS/MBA Accounting/Management
- 828 Management

MASTER OF SCIENCE

- 810 Chemistry
- 820 Human Services Counseling
- 825 Management

MASTER OF SCIENCE & CERTIFICATE OF ADVANCED STUDY

- 812 Counseling Services (MS only)
- 813 Counseling Services (CAS only)
- 815 Counseling Services (MS & CAS)
- 879 School Psychology (MS only)
- 880 School Psychology (CAS only)
- 881 School Psychology (MS & CAS)

CERTIFICATE OF ADVANCED STUDY

- 860 Educational Administration

MS IN EDUCATION AND CERTIFICATE OF ADVANCED STUDY

- 861 Educational Administration

Please Print

Choose one: Thesis Project Title: _____

I plan to participate in the May or December commencement.

I understand that it is my responsibility to order my cap and gown through the College Bookstore.

Mail this form to: Graduate Office, Room 602, Calkin Hall, SUNY at Oswego, Oswego, New York 13128.

Signature _____ Date _____

* Deadline Notes: In order for your name to be printed in the Commencement Program, applications for both May and August graduation must be received by February 1st, and for December graduation, by October 1st. Filing by the earlier date will ensure prompt processing of transcript verification for awarding of the degree and for certificate.

** Disclosure of Social Security numbers is voluntary and is used to facilitate identification and record keeping. Authority to solicit the Social Security number has been established under Section 355 of the Education law of New York State.



