

Graduate Student Handbook

M.A. Program

Department of History

State University of New York Oswego
Oswego, New York 13126
http://www.oswego.edu/Acad_Dept/a_and_s/history/gradprogram.html

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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 awards 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

Roger Carpenter, Ph. D., University of California, Riverside.
Native American History, Colonial America

David Conrad, Ph.D., School of Oriental and African Studies, University of London.
African History and Culture, European Imperialism in Africa, Indigenous Systems of Belief, Oral History, African Oral Tradition.

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,

Shirley Jackson, Ph. D., Bowling Green State University.
Antebellum South, Slavery, African American history

Thomas Judd, Ph. D., University of Connecticut. Chancellor's Award for Excellence in Teaching.
Nineteenth and Twentieth Century Europe, History of Technology

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 Sport

Mary McCune, Ph.D., Ohio State University.
Women's History, Modern US History, Modern Jewish History

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

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

Timothy Thurber, Ph. D. University of North Carolina, Chapel Hill.
Twentieth Century Intellectual and Political History of the United States

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. Theses 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 (1-1/2 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.