

GRADUATE STUDENT HANDBOOK
History Department

University of West Georgia
August 2009

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1. Welcome to the Graduate Program in History

On behalf of the faculty and staff of the Department of History, I would like to welcome you to the History graduate program at the University of West Georgia. You will be working with a dedicated, knowledgeable, and professionally active faculty who are quite willing to help you in any way they can. You will be challenged to think more critically, more analytically, and more intuitively than you have before. Our faculty will support you as you clarify your goals, develop your ideas, and pursue your passion for history. The department offers a variety of ways to help you succeed, including convenient times for classes, numerous chances to interact with the faculty and other students, graduate research assistantships, internships, and opportunities to attend and present papers at historical conferences. We wish you all the best.

*Dr. Steve Goodson, Chair,
Department of History*

Greetings from the world of graduate studies in history at the University of West Georgia. While everyone in the department is looking forward to meeting you and helping you, I have the special privilege of being your primary advisor. I am in charge of guiding you through the different steps necessary to earn a Master's degree. Once you decide on a special area of interest, another faculty member may serve as your academic advisor, but you can always come to me with any questions concerning your experiences as a graduate student. I also hope that you will let me know how you think we can improve our program to serve your needs better. We want to make your time with us both productive and enjoyable.

*Dr. Keith Pacholl,
History Graduate Coordinator*

2. Important Contacts

History Department Office

Elmira Eidson, secretary
Department of History
Technology Learning Center (3rd Floor)
University of West Georgia
Carrollton, GA 30118
678-839-6508
<http://www.westga.edu/~history/>
Email: history@westga.edu

Graduate Coordinator

Dr. Keith Pacholl
TLC 3244
678-839-6044
kpacholl@westga.edu

Coordinator of Public History

Dr. Ann McCleary
TLC 3211
678-839-6041
amcclear@westga.edu

Department Chair

Dr. Steve Goodson
TLC 3224
678-839-6042
hgoodson@westga.edu

Graduate School Office

Cobb Hall
www.westga.edu/~gradsch/

Dean of Graduate School

Dr. Charles W. (Skip) Clark
678-839-6419
cclark@westga.edu

Admissions Specialists, working in the Graduate School Office

For new students applying to the program:

Cherie Holt
678-839-6419
cholt@westga.edu

Alice Wesley
678-839-6419
awesley@westga.edu

Director of Graduate Admissions

Cheryl T. Hill
678-839-6419
cthomas@westga.edu

For students applying for readmission and international students:

Patricia Wells
678-839-5942
pwells@westga.edu

Administrative Coordinator, Graduate School

Deanna Richards
678-839-5946
drichard@westga.edu

Graduate Financial Aid Counselor

Katie Estes Taylor

678-839-5944

kestes@westga.edu

*Please check the Graduate School Catalog for other numbers and names.

3. Graduate Faculty

Full-time faculty members in the Department of History who are tenured or on a track to be tenured, as well as occasional other faculty, are members of the Graduate Faculty. Please see individual faculty web pages for more information.

4. Application Process and Admission Criteria

Applying to be a graduate student in History

Anyone thinking about applying to our program should contact the History Department's Coordinator of Graduate Studies to discuss your particular needs and options. Those who might be interested in studying public history should also contact the Coordinator of Public History. We encourage prospective students to visit us on campus if possible, but this is not necessary to be accepted. If we are notified when a student has started the application process, we can be sure that the paper work is progressing as it should.

Application materials for prospective graduate students in History must be submitted to the Graduate School no later than twenty working days (one month) before the beginning of the semester in which they wish to start taking classes. Application forms and directions, as well as graduate catalogues, are available at the Graduate School Office (678-839-6419) or on the Graduate School website (www.westga.edu/~gradsch/).

To apply, send the following to the Graduate School:

1. A \$20 non refundable application fee
2. Graduate School application forms with current information
3. Official transcripts from all post-secondary schools you have attended
4. Your scores for the General Aptitude Test of the Graduate Record Examination (You do NOT need to take the History GRE.). For information on how to take the GRE, contact the Graduate School.
5. Three letters of recommendation, when possible from history or major professors (but letters from others are acceptable)
6. A one or two page statement of purpose explaining why you would like to study for a Master's Degree in History
7. A writing sample, minimum of four pages, preferably a research or scholarly essay or paper. It may also be a sample of professional or creative writing.
8. Check with the Graduate School about what immunization forms you need to submit.

9. If you are interested in being a Graduate Research Assistant (see below for more information on this), contact the Graduate School or the History Department

Graduate Coordinator for the application form.

Admissions Evaluation Process

The Graduate School will not forward a file to our department until it is complete, so we encourage applicants to keep in touch with the Graduate School to see what information they have not yet received. Once the Graduate School sends a complete file to the History Department, our Graduate Committee will review the application. After the Graduate Committee and the Graduate School Dean have approved the application (usually within thirty days after the file is complete), the student will receive notice as to whether he or she has been accepted. Anyone who has not received any notice from the History Department within a reasonable period should contact us. Once an applicant has received notice of having been accepted, he or she should contact the Graduate Coordinator to be advised concerning registration for courses.

Requirements for Regular Admission

The minimum requirements for acceptance as a regular student in the History MA program include:

1. An undergraduate major or minor in history or a closely related field, including survey (or equivalent) courses in American History and European or World History.
2. Acceptable scores on the General (Aptitude) Test of the Graduate Record Examination are at least 400 for the Verbal Section and at least 3.5 for the Writing Section.
3. A cumulative undergraduate grade point average of at least 2.75 on a 4.0 scale for all work taken at all colleges.
4. An average of at least 3.0 on a 4.0 scale for a major in History or a closely related field.
5. Evidence from the personal statement and the letters of recommendation that the applicant's abilities and needs match our resources and course offerings.

Provisional Admission

Students who do not have a major or minor in history or a closely related field, whose GPA or GRE scores are slightly below the minimum requirement, or who for any other reason do not meet the requirements for Regular Admission may be accepted for Provisional Admission if the History Graduate Committee decides this is appropriate. The Committee may set requirements for provisional students to become regular graduate students, including taking particular courses or a specific number of undergraduate and/or graduate courses with at least a B in each class. Any graduate course taken by a provisional student will count toward an MA degree as long as the student makes at least a B in it and meets all other requirements for becoming a regular student. Students who do not meet the minimum requirements or whose degree is not in history or a closely related field may be required to take undergraduate history coursework before being considered for provisional admission.

Application Procedures for the Public History and Museum Studies Certificate

For students enrolled as MA students at West Georgia: Students who are currently studying for an MA in history may take courses that count for the Public History and Museum Studies Certificates (See below for more on the Certificate

programs.) as part of the public history concentration in the M.A. program, but they may need to take one or two additional classes to complete the Certificate requirements after graduating. These students will need to write a letter to the Graduate School and indicate that they are pursuing the Public History **or** Museum Studies Certificate before enrolling to complete these classes. They will not be required to submit any additional reference letters, GRE scores, transcripts, or other application materials.

For individuals who already possess an M.A. degree: Individuals holding an M.A. degree in history or a related field may apply for the Public History Certificate or Museum Studies Certificate. Those with a field outside of history but an M.A. in an academic area they hope to curate (e.g. art history, anthropology, or archaeology) may apply for the Museum Studies Certificate.

All potential graduate students for a certificate in Public History or Museum Studies must complete and submit the following to the Graduate School:

1. A graduate application
2. A one to two page essay that describes the student's background and interests in pursuing the Certificate program,
3. A transcript of his or her graduate and undergraduate degrees
4. GRE scores (from when they applied for their original MA degree). Students do *not* need to retake the GRE for admission to the Certificate program.
5. Three letters of recommendation. At least one of the letters should be written by someone who can evaluate the student's expertise in the research field and one should be from someone who can evaluate his or her work skills and abilities, ideally in a field related to museum work.
6. \$20 non-refundable application fee
7. Check with the Graduate College about what immunization forms you need to submit.

Non-degree Admission

Non-degree status is provided for students who want to take a limited number of graduate courses before finishing the application process to the MA program or without using the courses to lead to an advanced degree. Up to nine semester hours of credit earned in this category may subsequently be applied toward meeting the requirements of the master's degree, provided that provisional or regular admission requirements are met. Individuals wishing to enroll for personal enrichment without receiving a degree must have at least a 2.0 undergraduate grade point average on all undergraduate work attempted.

Transient Status Admission

A student enrolled as a graduate student in good standing at another institution may apply to take courses as a transient student for one semester on a space-available basis provided an approved transient letter or transient form is obtained from the dean or appropriate college official of the school in which the student is currently enrolled. Enrollment as a transient student is limited to one semester. Applications as a transient student for a second semester must be submitted to the Dean of the Graduate School. If a transient student later elects to transfer to West Georgia, a formal application for admission must be submitted to the Graduate School. A petition must be made to have

up to six hours of credit earned as a transient student applied toward the master's degree.

International Students

Students from countries other than the United States must meet all the regular requirements and submit evidence of sufficient proficiency in the English language. Any student whose native language is not English must submit satisfactory scores on the Test of English as a Foreign Language (TOEFL) unless they have graduated from an English-speaking college or have completed successfully an intensive English language program. Because the University provides only limited financial aid, international students must demonstrate their financial solvency to be considered for admission. The University may waive non-resident tuition for international graduate students who score at least a 550 on the TOEFL and at least 450 on the Verbal Section and 3.5 on the Writing Section of the GRE as long as they maintain a 3.5 grade point average while at West Georgia. Contact the Graduate School Office for more information about these conditions.

Appeals

Students wishing to appeal a denial of admission should contact the Dean of the Graduate School.

5. Tuition and Fees

Specific information concerning tuition and fees for graduate studies at the University of West Georgia is available in *The Scoop*, the bulletin published before each semester. The most up-to-date information should be available at <http://www.westga.edu/~finaid/>. Always check *The Scoop* and/or the Graduate School website to see if the tuition and/or other fees have changed. Occasionally, under special conditions, the institution may waive out-of-state tuition (the student must have minimum scores of 450 on the verbal and quantitative sections of the GRE and a 3.5 overall GPA). Tuition fees are waived for Graduate Research Assistants (GRAs) who are employed for at least thirteen and a third hours. (see below for more on GRAs)

All graduate students, including GRAs, pay for health, athletic, technology, activity, and transportation fees. This means that they may, at no further cost, attend most of the entertainment and athletic events sponsored by the University of West Georgia, receive treatment at the Health Center, use the athletic facilities and take part in intramural sports, receive the university newspaper, ride the shuttle bus, gain campus Internet access, use computer labs, and take advantage of additional technology support and other services useful in the academic process.

As soon as you are enrolled, you should go to the second floor of the University Community Center to receive an identification card which is used for access to checking out books in the library, residence halls, theater productions, and university sporting events. An ID card allows you to go to the Public Safety building to pick up a parking sticker and receive a map of available parking lots and shuttles. Students without a meal plan may put "campus bucks" on the ID card to pay for printing in computer labs, copying in the library, food in the cafeterias, etc. Money can be added to the cards at Value Transfer Stations found at various places on campus.

6. Graduate Research Assistantships

There are a variety of Graduate Research Assistantships available each semester for full-time graduate students. Students may apply for GRA assignments in the following areas:

1. History Department (a varying number based on funding each year). Contact Dr. Keith Pacholl at kpacholl@westga.edu
2. Center for Public History (three awarded each semester). Contact Dr. Ann McCleary at amcclear@westga.edu
3. Banning Mill Industrial History Research Assistantship, Center for Public History (one awarded each semester). Contact Dr. Ann McCleary at amcclear@westga.edu
4. Special grant-funded projects offered through the Center for Public History, based on current grant funding or other initiatives. These opportunities are typically posted in advance on the Bulletin Boards and list-serves.
5. Annie Bell Weaver Special Collections, Ingram Library (one per semester). Contact: Dr. Ann McCleary at amcclear@westga.edu
6. Georgia Political Heritage Project (one per semester). Contact: Dr. Ann McCleary at amcclear@westga.edu

The Georgia Board of Regents requires that students with GRA assignments who receive a tuition waiver work a minimum of thirteen and a third hours per week and do not hold any other paying job. Full-time GRAs in the History Department and the Center for Public History receive a tuition waiver (but still have to pay the other fees) and a stipend ranging from \$1500 to \$3,000 per semester. Assignments outside of the History Department may vary in work hours and the amount of the stipend. The History Department does not usually offer graduate assistantships in the summer, but the Public History Center sometimes has grant money for special project GRAs.

If the GRA paperwork has been completed by June 30 for the fall semester and October 31 for the spring semester, students do not need to pay tuition. However, if budget constraints, late acceptance of a student, or other factors lead to a late appointment, the student will need to pay tuition and then be reimbursed for it. Please note that student fees are not included in the GRA waiver. Since GRAs are university employees, they must also pay for mandatory health insurance unless they have coverage elsewhere, in which case they can petition to have the mandatory health insurance waived.

All payroll payments will be processed via direct deposit. All GRAs must enroll in direct deposit: go to the Human Resources website and click on the forms link, then choose Direct Deposit Authorization Form. This form must be printed, signed, and a voided check must be attached. If you have any questions, please contact Human Resources at 678-839-6403.

GRAs will be evaluated in writing every semester by their supervisor. Evaluation forms will be kept in the student's graduate file and in the Graduate School office and will help determine whether the student will be selected for additional GRA assignments. The Department of History awards Graduate Research Assistantships on a semester-by-semester basis for a **maximum of four semesters**. Only full-time students who carry a nine-hour course load can be awarded a Graduate Research Assistantship.

The primary responsibility of GRAs in the History Department is to assist professors with on-going research projects. The assistants in the History Department are

not allowed to be official Teaching Assistants, but some of their duties may involve aiding professors with their classes in various ways, ranging from helping proctor exams to tutoring students and possibly giving a few class lectures. They also may assist in the publication of professional or departmental newsletters, search for entries in a bibliography or for books needed in the library, and carry out other activities related to academic pursuits. Students with GRA assignments in the Center for Public History will help develop and implement research projects and public programs and assist with archival activities.

Applying for Graduate Research Assistantships

A student interested in becoming a GRA must complete a GRA application available in the Graduate School Office and the office of the History Department. They should submit one copy of the application to the Graduate School with the graduate school application, one copy directly to the History Department and, if appropriate, one copy to the faculty sponsor for the assistantship being requested (e.g., the Director for the Center for Public History). Students who currently hold a GRA assignment must contact the Coordinator of Graduate Studies in writing by October 8 for the spring semester and April 15 for the fall semester to reapply for an assistantship for the next semester. Students must maintain a cumulative GPA of 3.0 or above in order to receive an assistantship. Exemptions to this rule must be approved by the department in consultation with the Dean of the Graduate School.

Successful applicants will usually be notified within two to three weeks after the application deadlines about whether they have been awarded a GRA assignment. Sometimes, especially before the fall semester, we cannot make a decision until later because of budget uncertainties. We shall accept late applications because sometimes we receive notice of more funding just before the semester begins, but we cannot promise that any more positions will be available after the official application date. Graduate assistantships are offered on a competitive basis. Priority is given to students who have shown the most academic promise and have performed well in earlier assistantship assignments. Students are not guaranteed a subsequent assistantship after receiving the first one. We encourage graduate students to apply for a GRA as soon as possible.

Assistantship Assignments

As soon as possible, students selected for an assistantship should submit their class schedule and any other times in which personal responsibilities make it impossible to be on campus to either the Coordinator of Graduate Studies (for those with History Department assignments) or their faculty advisor (for those with other assignments) to enable us to arrange the work schedules. GRAs will usually receive some information about the work they will be expected to do before the first day of classes, especially if they are being asked to help with survey classes. Each is then responsible for contacting the assigned advisor for specific work responsibilities. Other assignments may not be made until the semester has started because faculty members do not always know at first what assistance they need. Some GRAs may have several smaller assignments with different professors.

Students working for other sponsors, such as the Center for Public History or the Special Collections, are required to establish a work schedule in which they will report to their work location each week.

7. Other Financial Aid Opportunities

Scholarships

The University of West Georgia offers several scholarships for graduate students coordinated by the Financial Aid Office. General qualifications for each award may be found on-line at <http://www.westga.edu/~finaid>. To be considered for one of these scholarships, students should complete the General Scholarship Application offered on-line by the Financial Aid Office or contact them for the proper forms. Renewable awards (as opposed to those granted on a one-time basis) are usually for a single academic year and must be applied for annually unless otherwise specified in the scholarship description. To be eligible for any of the following, a student must be enrolled in at least five hours of classes.

All graduate students who submit the General Scholarship Application will be considered for the following scholarships:

Foundation Scholarships awarded on the basis of academic achievement from the University of West Georgia Scholarship Fund.

Phi Kappa Phi Scholarship awarded on the basis of academic achievement, with preference given to a member of Phi Kappa Phi.

Ted and Maryon Hirsch Scholarship given to a graduating senior from West Georgia who continues studies at the University of West Georgia as a graduate student. The recipient is selected on the basis of superior scholarship by a committee under the direction of the Committee on Graduate Studies of the Graduate School.

Regents' Opportunity Scholarship available to graduate students based on financial need, GPA, and field of study. To qualify for this scholarship, a student must complete a Regents' Opportunity Scholarship application and a financial aid form, be a Georgia resident admitted as a full-time student in an under-represented field of study, and be approved by the West Georgia Regents' Opportunity Scholarship Committee.

Loans

Specific or additional information on the various loans available can also be found at <http://www.westga.edu/~finaid/loans.html>.

Federal Perkins Loans are granted on a first come basis to students demonstrating financial need as determined by the Financial Aid Office. To improve the chances of being offered this loan, students should have a complete financial aid file by April 1 (for the fall semester). No repayments are due and no interest accrues until nine months after the student graduates, leaves college, or ceases to be enrolled as at least a half-time student (five or more hours). For details on the annual interest rate, monthly repayment, term of repayment and maximum amount of loan, contact the Financial Aid Office.

William D. Ford Direct Subsidized Stafford Loans allow students to borrow directly from the government at a low interest rate if they have financial need and are enrolled at least half-time (five or more hours for graduate students). No repayments are due and no interest accrues until six months after the student graduates, leaves school, or ceases to be enrolled on a half-time basis. First-time borrowers are required to attend a loan entrance counseling session. Applicants will receive information with their award letter about when and where these sessions are held or a session can be completed via the web. For details on the annual interest rate, monthly repayment, term of repayment and

maximum amount of loan, contact the Financial Aid Office.

William D. Ford Direct Unsubsidized Loans are the same as subsidized loans EXCEPT that interest on a loan must be paid while the student is in school and it does not require that students have financial need. They may borrow from this loan program regardless of their family income.

Dependent graduate students may borrow the following amounts from the Subsidized and Unsubsidized Loans according to classification:

Certification/Provisional Graduates: \$5,500.00

Graduates: \$8,500.00

For further details on these loans, contact the Financial Aid Office at: finaid@westga.edu. Students may also review their loan history at: <http://www.nsls.ed.gov>.

Short-Term Loans are available through the Office of Student Financial Services if students are currently enrolled and need temporary financial assistance. Loans are made based on the availability of funds with a maximum loan amount of \$450.00 per semester. In general, loan money is available within five to eight days of application. A minimal interest rate and/or service fee is charged and the loan must be repaid before the end of the semester. Students may be denied a short-term loan if they have been delinquent on past loan repayments. Apply in the Office of Student Financial Services.

Travel Funds

The University offers two sources for travel funds for students to present papers or travel to conduct research. The office of the Vice President for Academic Affairs sponsors the VPAA Foundation Student Travel Awards. The awards are competitive. Generally the committee grants 80% of the request up to \$500.00. Any requests over \$500.00 must be substantiated by convincing evidence of the significance of the work. The application deadlines are usually October 16 and February 12. For more information, please contact lgibbs@westga.edu or sgarrett@westga.edu. The Student Activities Office also provides travel funds for attending a conference or doing research, generally around \$150 per person. You may apply for both fall and spring semesters. Please contact Linda Picklesimer, the Director of Student Activities at 678-839-6526 for more information. If you receive any of these awards, be sure to ask about and follow carefully the specific instructions for receipts, reports, etc.

The Carroll County Historical Society provides grants of up to \$150 each for students who are presenting papers or participating in academic and professional conferences. For more information, please contact mhouse@westga.edu.

8. Orientation for New Graduate Students

The History Department offers an orientation for new graduate students the week before classes begin each fall. These sessions will help students learn about the process of registration, campus services and programs that relate to graduate students, and the layout of the campus. They also offer a good opportunity to meet other graduate students and some of the faculty.

9. Degree Requirements

The department offers three plans for the M.A. degree and two certificate programs.

Plan 1: M.A. with Thesis

History, major field	15 hours
History, minor field	9 hours
Thesis	6 hours
History 6684 (Historiography)	3 hours
Elective (with approval)	3 hours

Electives from other departments require the approval of both a student's personal faculty advisor and the Graduate Coordinator for the History Department.

The comprehensive examination shall include an oral defense of the thesis and oral exam over material in a student's major and minor fields before a committee of at least three faculty members, chaired by the student's major academic advisor.

Plan 2: M.A. with Thesis or Thesis/Project and Public History Concentration

Public History, major field	15 hours (must include HIS 5400 unless exempt)
History, minor field	12 hours
Thesis/project/internship	6 hours
History 6684 (Historiography)	3 hours

Under the Public History major field, students must take HIS 5400, Introduction to Public History, unless they have had this course as an undergraduate. Two of the public history courses (six hours) must be methods courses. Students may take relevant courses outside of the History Department upon the approval of the Public History Coordinator. All students pursuing a concentration in Public History must take a three-hour internship.

Public History concentrators may elect to write a traditional thesis or to complete a thesis/applied research project. Guidelines for the thesis project are found in this manual.

The comprehensive exam shall include a defense of the thesis or thesis/project and an oral exam over material in public history and the minor field before a committee of at least three faculty members, chaired by the student's major academic advisor.

Plan 3: M.A. Non-Thesis

History, major field	12 hours
History, first minor field	9 hours
History, second minor field	9 hours
History 6684 (Historiography)	3 hours
Elective (with approval)	3 hours

Electives from other departments require the approval of both a student's personal faculty advisor and the Coordinator of Graduate Studies for the History Department.

At least half of the courses should be at the 6000-level, so students should take full advantage of the graduate seminars offered each semester. When absolutely necessary, students may take a directed readings course to fulfill the requirements for the 6000-level courses, but students may take no more than six hours of directed readings courses. Students will be required to complete at least one research seminar at the 6000 level in the student's major field. In each minor field the student must complete at least one 6000-level seminar that requires writing a major essay. Students will submit a major research paper of 20-25 pages to their examining committee as part of the graduation requirements. The committee decides whether the research paper indicates that the student's general knowledge of researching and writing history shows that he or she is ready to take the Master's comprehensive examination.

The comprehensive examination will include a written exam over a student's major field and one minor field, to be arranged with the assistance of the major academic advisor after the student's research paper has been approved and after the student has completed the Cultural/Global Literacy Requirement. In addition, the student must pass an oral exam over the major field and the two minor history fields before a committee of at least three faculty members chaired by the student's major professor.

10. Areas of Study in History

The History Department offers the six following major fields of study but also permits students to develop their own concentration:

1. **US. History**
2. **Southern History**
3. **Early Modern Europe**
4. **Modern European History**
5. **Comparative Global History**

6. **Public History:** Students selecting this option may concentrate in a general "A public history" field or they may choose a more specialized area like museum studies, community history, or archives. However, all students concentrating in public history must take the Introduction to Public History (if they have not had this class as an undergraduate student) and a Public History Internship.

For minor fields: Graduate students may, under special circumstances, create their own area of concentration for a major or minor. Students choosing this option should submit proposals for an independent concentration to the Graduate Coordinator by the end of the first semester of course work or at the completion of nine hours of graduate study. Examples of independent concentrations include Women's History, Latin American History, and Labor History.

11. Public History Certificate

The History Department offers a 15-hour Public History Certificate for students who have completed an M.A. in history or a closely-related field. The goal of the Certificate program is to provide students with skills and knowledge to pursue a career in public history.

Requirements for the Public History Certificate

1. Three hours of Introduction to Public History (HIS 5400). Students who have already taken this course as an undergraduate student may substitute another public history graduate course.

2. Nine hours of graduate-level public history courses, selected in consultation with the Public History Coordinator. These courses shall include at least two public history seminars and may include one course from a related discipline.

3. Three hours of Public History Internship (HIS 6486). Preferably, students will intern at the type of historical agency where they would like to work.

There are no comprehensive examinations or foreign language requirements for the Certificate.

12. Museum Studies Certificate

For students interested in pursuing a degree in museum work, the Department of History and Atlanta History Center offer a fifteen-hour Museum Studies Certificate. These courses are taught by UWG faculty and professional staff at the Atlanta History Center. Many of the classes meet at the AHC and utilize the wonderful resources of this accredited institution, which includes exhibit galleries, archives, and historic homes. Students will have the opportunity for hands-on experience in the museum's collections, exhibits, and educational programs. Students may complete their internship at the AHC or another approved location.

The coordinators of this program are Ann McCleary amcclear@westga.edu for UWG and Pam Meister Pmeister@AtlantaHistoryCenter.com at the Atlanta History Center.

Requirements

1. Nine hours in advanced, graduate-level museum studies courses, chosen from the following:

HIS 6301 Administration of Museums and Historic Sites

HIS 6302 Collections Management in Museums

HIS 6303 Education and Interpretation at Museums

HIS 6304 Exhibits at Museums and Historic Sites

2. Three hours in courses focusing on museum object analysis

HIS 6202 Theory and Methods of Material Culture Studies

3. Three hours of internship credit in a museum setting

HIS 6486 Public History Internship

13. Student Worksheet for M.A. in History

Traditional History Major: Thesis

Date: _____

NAME: _____

At least half of your course work, including Historiography, must be at the 6000 level. Only courses in which you receive an A or B count. If you receive two C's, you will be dismissed from the program.

HISTORY MAJOR _____

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

HISTORY MINOR _____

- 1.
- 2.
- 3.

ELECTIVE (in the History Department, or another field, after approval by advisor)

- 1.

HISTORIOGRAPHY (History 6684) _____

CULTURAL AND GLOBAL LITERACY REQUIREMENT

Language _____ 6000-level Courses _____

THESIS

1. 3 hours _____
2. 3 hours _____

THESIS COMMITTEE (also for Oral Examination)

1. Adviser:
- 2.
- 3.

Thesis Prospectus approved by committee _____

Forms Submitted for Admission to Candidacy _____

14. Student Worksheet for M.A. in History

Traditional History Major: Non-Thesis

Date: _____

NAME: _____

At least half of your course work, including Historiography, must be at the 6000 level. Only courses in which you receive an A or B count. If you receive two C's, you will be dismissed from the program.

HISTORY MAJOR _____

- 1.
- 2.
- 3.
- 4.

HISTORY MINOR (1) _____

- 1.
- 2.
- 3.

HISTORY MINOR (2) _____

- 1.
- 2.
- 3.

ELECTIVE (in the History Department or another field, after approval by advisor)

- 1.

HISTORIOGRAPHY (History 6684) _____

CULTURAL AND GLOBAL LITERACY REQUIREMENT

Language _____ 6000-level Courses _____

RESEARCH PAPER (20-25 pages exclusive of footnotes)

Title: _____

EXAMINATION COMMITTEE (For research paper and examinations)

1. Advisor:
- 2.
- 3.

EXAMS: WRITTEN

1. Major field:
2. Minor field:

READING LISTS

1. Major field:
2. Minor field 1:
3. Minor field 2:

Forms Submitted for Admission to Candidacy _____

15. Student Worksheet for M.A. in History

Public History Major

Date: _____

NAME: _____

At least half of your course work, including Historiography, must be at the 6000 level. Only courses in which you receive an A or B count. If you receive two C's, you will be dismissed from the program.

Public History Concentration: This concentration must include at least two graduate seminars. You may also include up to two approved courses from related departments.

1. *Introduction to Public History*

If exempt from this, another Public History seminar:

- 2.
- 3.
- 4.
- 5.

History Concentration: _____

- 1. (Must include one graduate seminar):
- 2.
- 3.
- 4.

Historiography (History 6684) _____

Public History Internship and Thesis or Thesis/Project

(6 hours required: 3 hours of internship and 3 hours of thesis/thesis project)

- 1. 3 hours of internship _____
- 2. 3 hours of thesis/thesis project _____

CULTURAL AND GLOBAL LITERACY REQUIREMENT

Language _____ 6000-level Courses _____

THESIS OR THESIS/PROJECT COMMITTEE (also for Oral Examination)

- 1. Thesis/Project adviser:
- 2.
- 3.

Thesis/Project Prospectus approved by committee _____

Forms Submitted for Admission to Candidacy _____

16. Advising

The Graduate Coordinator serves as the main advisor for the graduate program. The Coordinator maintains official graduate files and assists students in preparing the forms needed to advance to candidacy, to complete the thesis and/or examinations, and to do anything else that is necessary to graduate. All graduate students who are not majoring in public history are responsible for arranging a meeting with the Coordinator at least once each semester to discuss their progress toward a degree.

The Public History Coordinator advises students pursuing a concentration in public history and/or the Museum Studies or Public History Certificates and oversees the internship program. Students focusing on public history should meet with the Public History Coordinator at least once each semester to discuss their progress.

Once students have determined their primary research interest, they need to select an academic advisor. This should be done as soon as possible but, at the latest, after finishing nine hours of graduate course work. Academic advisors assist students with class selection and scheduling, direct their theses or thesis/projects, and chair the examination or defense committees. Advisors work closely with the Graduate Studies Coordinator to ensure that the student completes his or her course work and degree requirements in a timely manner.

Selecting courses

Students should select courses in concert with their academic advisor, the graduate coordinator, and/or the public history coordinator, according to their degree plan. The History Department maintains a tentative schedule of classes for two years in advance to assist students in assessing which classes to take. The recommended load for a full time graduate student is nine hours per semester; the maximum is twelve hours. We encourage students who have full-time jobs not to take more than one course (three hours) at a time without faculty permission. A graduate student should plan to average four hours of study for every hour in a class.

Graduate students have to take at least half of their courses at the 6000-level, including Historiography and thesis hours. This distribution of classes requires careful planning. Students who are pursuing the non-thesis option should take advantage of graduate seminars offered each semester to ensure that they have enrolled for a sufficient number of 6000-level courses. In special circumstances, graduate students may be able to enroll in up to two directed reading classes at the 6000-level. Students who are pursuing the public history degree must take at least one internship for three hours credit.

Students enrolled in the MA program who also received their BA from the University of West Georgia may not take a course at the 5000-level if they have already taken the same course at the 4000-level, even if the course was taught by a different professor. The student may take a 6000-level course on the same topic, or the student may sign up for a directed reading on the same topic as the course taken at the 4000-level. But the work completed for the directed reading must be substantively different from the work completed for the 4000-level course. It is also expected that the workload for a 5000-level course will differ significantly from 4000-level courses and should reflect the learning outcomes and assessment of the graduate program.

17. Registration

Early registration typically takes place in April for the summer and fall semesters and in November for the spring semester. Late registration occurs during the few days before and after classes begin. Returning students who register during the late period will have to pay additional fees. Please consult the semester bulletins for information about adding and dropping classes.

Courses requiring special permission for registration

Some courses require written permission from the faculty member and department chair *before* students may register. There is a special form that must be filled out and signed by the supervising faculty member and department chair. After the form has been signed, students should take them to the Registrar's Office. Permission forms are available in the History Department Office. These classes include:

HIS 6481 - Directed Reading or Independent Studies (students may take up to two directed reading or independent study courses)

HIS 6486 - Public History Internship

HIS 6699 - Thesis

HIS 6283 - Continuing Research (This is a one hour course for students who have already finished their required courses but need to enroll during the semester when they plan to graduate. This allows the student to keep student status, including the right to use the library, without having to pay too much money.)

18. Internships

The History Department offers a three-hour Public History Internship that allows students to gain valuable work experience as a historian. The university's location in historic northwest Georgia and close proximity to Atlanta, fifty miles to the east, offers many excellent opportunities. West Georgia students have interned in such places at the Atlanta History Center, the Georgia Humanities Council, the southeast regional office of the National Park Service, the Jimmy Carter Library, state parks, and a variety of other museums and historic sites.

The Public History program maintains a notebook of internship opportunities and some of these institutions are listed on the website. However, we also encourage students to select internships sponsors that interest them. Please allow sufficient time for the public history coordinators to make contact with these sponsors and arrange internships. Special internship opportunities available on a semester-by-semester basis are posted on the Public History bulletin board or on the Public History list-serve. Some internships may be paid, but payment is at the discretion of the sponsor. For example, the Georgia Association of Museums and Galleries offers several paid internships each year.

Interested students should first consult the internship syllabus on the department web page. If a student is interested in an internship, please submit an application to one of the public history faculty members and arrange an appointment to discuss your interest. At that meeting, the professor and student will develop a list of potential internships. The faculty member will determine if the student has sufficient academic and public history training to undertake an internship and which internships would be suitable.

Students are then responsible for contacting the internship sponsor and arranging a meeting to discuss the internship before registration. This allows both the student and

the sponsor to determine if the assignment is a good fit. Once a sponsor has accepted an intern, the student must provide the name of the sponsor to the faculty member before registration. Some institutions, like the Atlanta History Center, require potential interns to complete their own internship applications. Please check these institutions in advance to be sure that you meet their deadlines.

For a successful internship, the student must be disciplined and hard-working. Internships require 150 hours of work per semester, which means about ten hours a week during the fall or spring semester and twenty hours a week for the seven-week summer session. Students must be ready to work consistently throughout the semester and not try to squeeze hours in at the end of the semester. A student will not receive a grade unless s/he can demonstrate completion of 150 hours of work. Please see the syllabi on the History Department web page for more information and for course requirements.

19. Historiography

Historiography (History 6684) is required for all history graduate students wishing to receive a Master's Degree. We encourage students to take this course as early in their academic career as possible. The only prerequisite for this class is admission to the M.A. Program.

Course Description

The course in historiography, or the historian's craft, is an introduction to the history of historical thought from its emergence in the classical world to the present. It will cover many of the major historiographical schools and ideas that have developed over time. Students will study the tools and methods of various historians, how they formulated hypotheses on the basis of historical evidence, and how different historians wrote about the same era or subjects.

Goals of the Course

1. To learn more about various schools of historical interpretation from the ancient world to the present
2. To discover how historians gather information and formulate hypotheses
3. To learn how the writing and purposes of history have changed over time
4. To discover how historians' methods, ideas, and products are, at least in part, determined by their own age

Learning Outcomes

1. Students will be able to identify, classify and describe some major schools of global historiography.
2. Students will be able to read a piece of primary or secondary historical writing and analyze the author's perspective and biases.
3. Students will be able to write a paper of their own incorporating knowledge of historical schools of thought to analyze the historiography of a topic of their choice.
4. Students will be able to recognize and describe how particular historians demonstrate the objective and subjective nature of historical research.

20. Cultural and Global Literacy Requirement

The mission statement of the university asserts that graduate students should increase their “cultural and global literacy,” and the History Department has declared in its own mission statement that students should take courses that enhance their global perspective. The department thus requires that all graduate students fulfill a cultural and global literacy requirement. This requirement can be fulfilled in one of two ways: a foreign language option or a cultural and global coursework option.

The History Department recognizes that knowledge of a foreign language is an important means of appreciating cultural diversity and gaining a broader understanding of the world, as well as being a useful skill in an increasingly diverse and globalized world. The department encourages graduate students to fulfill the cultural and global literacy requirement by choosing the foreign language option listed below. The department strongly encourages those students whose M.A. research will involve non-English speaking countries or peoples to choose the foreign language option. Those students who plan to use non-English sources in their research must choose the foreign language option. As most history doctoral programs will require knowledge of at least one foreign language, those students who are planning on pursuing a Ph.D. must also choose this option.

The department also recognizes that some graduate students may learn more about cultural and global issues through additional coursework than through study of a foreign language, and that teachers may find the ESOL (English for Speakers of Other Languages) endorsement more useful than meeting the traditional language requirement. Students may fulfill the cultural and global literacy requirement through the coursework options listed below, but only with the permission of their advisor and the Graduate Coordinator.

Foreign Language Option

Students must show the ability to read and translate into English at least one foreign language by one of the following methods:

1. Earning a B or better in one of the following college level foreign language courses:
 - a. The fourth semester of a college-level foreign language class completed no more than five years before admission to the University of West Georgia. Students deciding to take one or more undergraduate foreign language classes to meet this requirement may do so at any accredited college.
 - b. The University System of Georgia Independent and Distance Learning foreign language courses. Please consult their website at <http://www.georgiacenter.uga.edu/idl/index.phtml> for more information regarding distance learning courses.
 - c. A graduate-level translation course or its equivalent. Georgia State University (GSU) currently offers French/German/Spanish 7000-level Reading Knowledge and Translation courses that would fulfill the department’s foreign language option. Students can enroll in these programs by applying through the ARCHE program. Applications are available online at http://www.westga.edu/registrar/index_8694.php

2. Earning at least an 80% on a translation test administered by the Office of Learning Support and Testing (678-839-6435). This test involves translating one passage into English and answering questions in English about another passage. Dictionaries and

grammar books may be used during this exam, but not electronic dictionaries or computer software. Pre-registration for the test, which is offered once a semester, is required and can be done in the Graduate School Office in Cobb Hall. Check with the Graduate School or with the History Department Coordinator of Graduate Studies for pre-registration deadlines each semester. Students may take the translation test a maximum of three times. If a student does not earn at least an 80% on any of the three attempts, then he/she must satisfy the foreign language reading requirement by one of the other options listed in this section.

3. Evidence that a student's native language is a language other than English.

Cultural and Global Coursework Option

With permission from their advisor and the Graduate Coordinator, students may take courses that enhance their cultural and global literacy. They may satisfy this option in one of two ways:

1. Students may take two additional courses that are outside of their major and minor fields of study in order to expand their cultural and global literacy. These courses must be History seminar courses at the 6000-level, and they cannot be counted toward fulfillment of any part of a student's program plan of study (meaning that they will not count toward his/her major field, minor field, elective class, or overall unit count). Both courses should be in non-American fields, and at least one of the courses must be non-western. A grade of "B" or better must be obtained in order for these courses to be counted toward the fulfillment of this requirement.

2. Those students holding a valid Georgia Level 4 Certificate (or its equivalent) may choose to complete the ESOL endorsement (English for Speakers of Other Languages). This nine-unit endorsement is only available to those graduate students who are currently teachers.

We encourage students to fulfill this requirement as soon as possible. **Please note that the cultural and global coursework options will likely add an additional semester to a student's graduate program.** This requirement should be fulfilled before a student schedules a thesis defense or exit examinations.

21. Transfer Credit

A maximum of six semester hours of graduate credit may be transferred from another accredited institution subject to the following conditions:

1. Courses already applied towards another degree may not be accepted.
2. The courses must have been completed within the six-year period allowed for the completion of degree requirements.
3. The courses must have been applicable toward a graduate degree at the institution where the credit was earned.
4. Courses offered for transfer must have the approval of the Dean of the Graduate School, the Graduate Coordinator of the history department, and the history department chair. Students may be asked to submit syllabi and other materials to the Graduate Coordinator.
5. Acceptance of the transfer credit does not reduce the residency requirement stated above. Ask in the History Department office for the form for transferring course credits.

22. Academic Standards

In most graduate courses, the grades A, B, C, F, I (Incomplete), W (Withdrawal), and WF (Withdrawal with an F) are awarded. In some graduate history courses, particularly thesis hours and some internships which are intended to last more than one semester and are not completed during the semester in which the student is registered, the notation IP (In Progress) is used. A student then has to pay to enroll for the same hours in the next semester. When the work is completed, this In Progress notation must be replaced with an appropriate grade by the instructor. For the thesis hours, grades will be awarded as an “S” (satisfactory) or “U” (unsatisfactory). These grades shall not be computed in the student’s grade-point average.

Students may receive a grade of “I” (incomplete) if they are unable to complete a substantial portion of the course work by the end of the semester for non-academic reasons beyond the student’s control. The awarding of an “I” is done at the discretion of the professor and is not a prerogative of the student. Students have a semester in which to finish the course requirements. If a student is not enrolled during the next semester, the “I” must be removed no later than the end of the second academic semester after the Incomplete was assigned.

Students admitted into the program are required to maintain a minimum GPA of 3.0 while enrolled. Students do not receive graduate credit for any course in which they earn a final grade of C or below. Students receiving a grade of C or lower will be placed on academic probation and a letter of warning will be sent by the department outlining the conditions of their probation. Students receiving a grade of C or lower in two courses will be dismissed from the program by the Graduate School. Students receiving a grade of F will automatically be dismissed from the program. These departmental standards are above and beyond those stipulated in the Graduate Catalog.

Students wishing to appeal their dismissal should contact the Dean of the Graduate School to begin the appeals process. The Graduate School will then forward such appeals to the History Department for consideration by the Graduate Committee and the Department Chair. The Graduate Committee and Chair will then advise the Dean of the Graduate School of their decision. The Dean of the Graduate School will ultimately make the final decision regarding a student’s appeal. Upon approval from the Graduate School, students may register for classes pending the outcome of their appeal, with the understanding that, if the appeal is unsuccessful, they will be removed from those classes.

23. Communication

We encourage graduate students to stay in touch with their advisor and the department graduate advisor on a regular basis, communicating at least once a semester. The History Department has several avenues to pass along new information to graduate students, including:

1. **Department Website:** News and announcements will be added to the section on News on a regular basis. The website also provides current information on schedules and graduate school guidelines and requirements. www.westga.edu/~history

2. **Bulletin Boards:** The History Department has several bulletin boards in the department office area to post announcements about classes, scholarships, internships, conferences, job offerings and other topics. One special bulletin board is designated for

graduate students and one for public history. Please check the bulletin boards on a regular basis.

3. Email and list-serves: Per the mandate of the university, all official university correspondence will be sent to your “my.westga.edu” email address, so it is imperative that you check your email for important updates and notifications. The Graduate Coordinator has set up a list-serve for all graduate students notifying them of special activities, deadlines, conferences, and other issues that might interest them. The graduate list-serve uses only use your “my.westga.edu” email address. The Coordinator for Public History currently maintains a list-serve for former and current graduate students in public history. This list-serve provides a variety of postings on jobs, training, conferences, etc. If you are interested in being added to the public history list-serve, please contact Dr. Ann McCleary.

24. Research and Writing Competence

Students must demonstrate in class work and/or by other means competence in historical research and writing consistent with the standards in *A Manual for Writers* by Kate L. Turabian or *The Chicago Manual of Style*, as well as the *Elements of Style* by Strunk and White. All graduate students should purchase copies of these books during their first semester in the program.

25. Academic Honesty

All work handed in at the University of West Georgia should reflect only the work of an individual student. This does not mean that students should never study together, only that they need to work alone when doing the final version of an assignment. Any use of the ideas, information, or words of anyone else, including paraphrasing of the words and ideas, without crediting them is plagiarism and is a crime. A direct quote of the words (even only a few words) of someone else must be in quotation marks as well as have a note indicating its source. Normally, any clear evidence of plagiarism or any other kind of cheating on any graded assignment (after consultation with the student) will result in a permanent zero for that assignment. See the section on Academic Honesty in the Graduate Catalog or Uncatalog (put out by Student Services). According to a recent book on historical writing, “You plagiarize when, intentionally or not, you use someone else’s words or ideas but fail to credit that person. You plagiarize even when you credit the author but use his [sic] exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if you placed your work next to the source, you could see that you could not have written what you did without the source at your elbow. When accused of plagiarism, some writers claim I must have somehow memorized the passage. When I wrote it, I certainly thought it was my own. That excuse convinces very few.” See Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research* (Chicago: University of Chicago Press, 1995), p. 167 for this citation and for more information.

26. Advancing to Candidacy

Advancement to candidacy for a Master’s degree may be granted by the Graduate School to any regular graduate student who, according to the following requirements:

1. Has a reasonable expectation of graduating in the following semester;
2. Has filed an application for candidacy in the office of the Dean of the Graduate School.
3. Has been recommended by the major department;
4. Has submitted to the Graduate School a program of study (a form for listing each course the student has taken, along with the grades received in them) approved by the Graduate Coordinator, the department chair, the Dean of the Graduate School and, if applicable, an approved “prospectus” (see 29 below);

Anyone planning to do a thesis or a public history thesis/project needs to include four copies of a prospectus (see Thesis Prospectus Guidelines below) with the program of study. You will need to have all members of your committee approve the prospectus before submitting it to the graduate school. Advance to Candidacy forms are now online and can be found on the department’s graduate program website.

Students must submit the required materials by the middle of the semester prior to the semester in which they have a reasonable expectation of graduating. Please see the Graduate School’s website for the dates when all forms are due. At the same time, they need to pay a graduation fee and fill in special forms for graduation. A student’s advisor will be notified by the Dean of the Graduate School when the student has been admitted to candidacy. This is, however, no guarantee or promise that the student will receive his or her degree.

27. What is a thesis?

A thesis is a research paper of about 75-120 pages (printed and double-spaced) involving original research and analysis of a focused historical question that has either never been considered before by historians or that is being considered with new evidence and/or new interpretations of previously used evidence. It must demonstrate the use of primary documents and/or artifacts (first-hand evidence) as well as knowledge of the historiography (secondary sources, meaning books and articles written by professional historians) related to the particular topic. A typical thesis will include an introduction, three or four chapters, a conclusion, endnotes, and a bibliography. It must demonstrate the student’s ability to think and write critically, analytically, and clearly following the practices of the discipline of history.

All specific references for the thesis must be documented in the proper form as required in the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian or *The Chicago Manual of Style*. We accept the use of either footnotes or endnotes as long as they follow the directions in Turabian’s book. The writing style must follow the rules for grammar, punctuation, and syntax presented in the latest edition of *The Elements of Style* by William Strunk Jr. and E. B. White. If you would like to see examples, copies of West Georgia theses are available in the History Office and the campus library.

General Thesis Advice

Anyone who is thinking about entering a Ph.D. program in History, even if in the distant future, should plan to do a thesis or a public history thesis/project. Working on a thesis helps develop the skills needed in a Ph.D. program and doctorate programs are more apt to accept someone who has written a successful thesis. In addition, the process

of working on a thesis is the best way to learn about the discipline of history and to use your own special interests and knowledge to contribute to the pool of general historical knowledge.

Historical research and writing - good writing - tend to be time consuming endeavors, as is the process of moving a manuscript through a three member thesis committee. Students who opt to write a thesis must be aware that they are embarking on a lengthy enterprise and they should additionally understand that some members of their thesis committee may not be available during the summer semester. In addition, some topics require the student to have the time to do research in archives that are open only during the day and sometimes only during the week. In short, unlike a course which has a definite date, the completion date of a thesis depends on a number of factors.

Some students come into the graduate program with a clear idea of what their thesis topic will be. Others do not and develop an idea for a topic through the reading and exploring that they do while taking courses. It is best to determine at least a tentative topic as soon as possible because this will enable you to gear the choice of courses and the reading and research done in those courses to fit the topic. When choosing a topic, consider carefully the location and accessibility of necessary sources and the amount of work the topic will require. Often a student will discover after writing a prospectus and planning tentative chapters that they have enough material to expand what was planned for one chapter into an entire thesis of several more focused chapters.

Finding the right academic advisor to direct a thesis is as important as the choice of a topic. This professor will be your primary source of support, suggestions, and information during the research and writing of the thesis. Consider which professor has the most expertise in your area of research but also whose teaching style, approach to history, and time schedule is the most compatible for you. The advisor can assist in decisions such as what courses to take, what secondary and primary sources to find and use, when and how to modify a topic, and how to format and finish the thesis. Together, the advisor and student will discuss with the two other members of the committee how often the student will give written reports or drafts to each of them and how often all four people will meet together.

There is no one way to do the research and writing involved in producing scholarly work such as a master's thesis. Different students will pursue different strategies just as different faculty members do. Frequent meetings with and reports to the main thesis advisor can prevent costly and frustrating mistakes. Some students and committee members prefer to have regularly scheduled frequent reports and meetings; others prefer to wait until complete chapters are available. Be sure that decisions about this fit your work style. You should never hesitate to contact any professor whenever you feel uncertain about how to proceed or want to know that what you have written is as good as you think it is.

Choosing a Thesis Topic and Committee

Students who wish to write a thesis should choose at least a preliminary topic in their second semester (or after having taken at least nine hours of classes) and arrange for a thesis advisor knowledgeable in the field of history most relevant to the chosen topic. The student and thesis advisor then select two more professors to serve on the student's Thesis Committee and discuss with them what role they will each play at different stages of the development of the thesis. The committee members need to be official graduate faculty and to have some special knowledge that is relevant to the topic. One member

may come from outside of the History Department, but any outside committee member requires the approval of the Graduate Coordinator and the Chair of the department. The Thesis Committee will be responsible for reading and approving the entire thesis and then administering an oral exit examination.

After finishing their required classes, students writing a thesis are required to sign up for at least six hours of thesis credit (History 6699) during which they will be researching and writing the thesis under the direction of their thesis advisor. This may be done either as six hours in one semester (for full time students only) or three hours in each of two semesters.

Thesis Prospectus Guidelines

Anyone planning to do a thesis or a public history thesis/project needs to include four copies of a prospectus with the program of study, which must be submitted with your Advance to Candidacy forms. You will need to have all members of your committee approve the prospectus before submitting it to the Graduate School. You can pick up the Prospectus Approval form from the Graduate Coordinator or find it on the department's website.

The prospectus is a summation of what you expect the thesis or thesis/project to involve, particularly what questions you will be trying to answer and what kinds of sources and/or artifacts you will use. A prospectus should include the following parts:

1. A title page that includes your thesis title, name, date, and committee members.
2. A discussion that explains the purpose of your thesis. This should include the questions and issues that you will be addressing in the thesis, the thesis (if known) that you will argue, and a succinct description of the subject matter (content, chronology, etc.) covered in the thesis.
3. A discussion of how your thesis relates to the current historiographical discussion in the field. Be sure to address how your thesis fits into the broader research on the topic.
4. A description of the methodology of the thesis. This would include what types of sources you will use for the thesis.
5. A brief outline (two or three sentences), chapter by chapter, of how the thesis will be structured (*not required for the public history thesis/project*)
6. A bibliography including primary and secondary sources that you intend to use in the thesis.
7. *For public history students only:* A paragraph discussion covering the details of your project.

It would be helpful if you included a timeline that outlines anticipated dates when portions of the thesis will be completed. The student's committee has final responsibility for approving the prospectus, but a prospectus should generally be a minimum of three pages, excluding the bibliography. The final product may be different from the original expectations, but it is important to try to be as precise as possible to ensure that your thesis or thesis/project does not take much longer than you had planned. Always start by discussing the prospectus with your thesis advisor and committee members before submitting a draft.

Completing the thesis and submitting it to the Graduate College

The student must hand in a final draft of the thesis in enough time to give the Thesis Committee at least three weeks to read it and make comments. Once the Thesis

Committee has approved a final version of the thesis, the committee meets with the student for a thesis defense and oral examination of the student's knowledge of history. (See below for more on this.) If the defense is successful, the three committee members will sign the proper form (available in the student's file in the office of the Graduate Coordinator) indicating that the student has passed this oral exam. Once this paper has been signed, the student officially has a Master's degree. This form must be signed and submitted to the Graduate School no later than two weeks prior to graduation.

At this point, the student must submit an approved version of the thesis to the Graduate School before being able to go through a graduation ceremony and receive a diploma. Like the oral exam form, the final version of the thesis must be submitted to the Graduate School no later than three weeks prior to graduation. Students must follow the official regulations of formatting required by the Graduate School. Students are advised to look at a copy of an existing thesis and take note of the title and signature pages as well as the margins (which are wider than usual on the left to allow for binding). It is highly advised that you take to the Graduate School a copy of part of a draft of your thesis and your title and signature pages to get their approval before you print your final version. You also need to be sure to use the prescribed grade of paper (25% cotton fiber) for your final copy.

28. Public History Thesis/Applied Research Project Guidelines

Students who choose the public history track within the M.A. degree program may culminate that program with either a thesis or thesis/applied research project. Please be advised, however, that completing a thesis/project does not necessarily involve any less work than a thesis; sometimes it may require more time and energy. However, this option may be ideal for students who would like to complete a project that would prepare them for a specific career. For example, recent graduates have completed an archives project at the Jimmy Carter Library, developed an exhibit plan for Banning Mill, and produced a CD of regional music traditions for the Center for Public History.

Guidelines

The following guidelines apply to the thesis/applied research project:

1. The student must select a thesis committee of at least three faculty members to advise on the thesis project prior to filing for advanced candidacy (at least one of these committee members shall be a public history faculty member);
2. The student must demonstrate the knowledge, skills, and abilities necessary for the thesis requirement as set forth in the History M.A. program guidelines;
3. The student must defend his/her thesis project before a faculty committee;
4. The student must register and successfully complete six hours of thesis credit, but three hours of these credits may be included as an internship if the internship represents part of the public history project presented for the thesis project.

Thesis topic and format

The topic and format of the thesis project must be developed in consultation with the public history coordinator, the thesis project committee, and the graduate advisor. Every

thesis project must:

1. Make a scholarly contribution to the history field;
2. Involve original research equivalent to that which would have been conducted on a thesis on the same topic, using primary sources;
3. Demonstrate the student's knowledge of the historical topic and the historiography of that topic and place his/her work within this body of knowledge and academic study;
4. Demonstrate the student's ability to think and write critically, analytically, and clearly;
5. Demonstrate the student's knowledge of public history practices and techniques and his/her ability to craft a project that meets professional public history standards.

Completing the project and submission to the Graduate School

The thesis project submitted to the Graduate School must include:

1. An original *essay* on a topic related to the thesis project. The essay should be the equivalent of a journal article that could be published. The essay should state and defend an argument, not just present information that the student has learned. Students should be sure to put their work in the context of other scholarship on the field and to show how their work contributes to the field as a whole. All essays should use proper footnotes or endnotes and be approximately thirty pages in length.
2. A complete *bibliography* of sources consulted for the project and the essay. This bibliography should divide the sources into secondary sources and primary sources; primary sources may be divided further into other more specific categories such as oral histories, manuscript collections, etc. Be sure to list ALL of the sources that you use, including artifact collections or other non-traditional sources
3. A written *description of the thesis project*, approximately five to ten pages in length. This description should provide information on the following topics and/or questions:
 - a. Who is the sponsoring institution? Describe the institution. Be sure to incorporate its mission statement
 - b. Why was this project undertaken? How does it fit their mission?
 - c. When was the project undertaken?
 - d. What was your role in the project? With whom did you work?
 - e. What did you do for the project? Please be as specific here as you can about the *process* of completing this project. For example, if you started an archive, describe how you did it and why you made the choices that you did. If you created a museum program, be specific about the process of designing, implementing, and evaluating the program.
 - f. How would you evaluate the project? What were its strengths? Weaknesses? What would you change if you were to do it again?
 - g. What was the overall contribution of this project to the institution, in your opinion?
 - h. To what extent does this project build on skills or knowledge that you developed in your public history classes?
 - i. To what extent does the project meet professional public history standards? Be sure to reference public history sources, as appropriate.

For example, if you are talking about museum interpretation, you might want to mention Freeman Tilden's principles of interpretation. Be sure to include footnotes or endnotes for these references and to incorporate these public history sources in your thesis bibliography.

4. A *portfolio* that illustrates the non-written component of the project. For students who complete an internship as part of the project, you may draw upon your internship portfolio to prepare the thesis portfolio. These items will be bound with the thesis, so you will need to follow the margins required for the thesis by the Graduate School. This portfolio can include any of the following, depending on the type of project:

- a. publicity for the project (such as newspaper articles, posters, etc),
- b. written elements of the project (e.g. the liner notes from a CD or the text of an exhibit—either electronic or traditional),
- c. photographs of the project (e.g. for an exhibit or public program)
- d. archival finding aids
- e. samples of the final product (e.g. transcriptions for oral histories, accessions forms for a collections management project)
- f. copies or a summary of evaluation forms or reports for the project
- g. evaluations of the student's work by scholars or professional public historians
- h. maps and site descriptions for archaeological projects
- i. pages from websites if the project incorporates a website
- j. exhibit plans

All materials (theses and projects) and signature forms must be submitted to the Graduate School no later than two weeks prior to graduation.

29. Non-Thesis Track Research Paper

M.A. students taking the Non-Thesis track must submit a **research paper** that reflects the students' general knowledge of researching and writing history and illustrates that he or she is ready to take the Master's comprehensive examination. The research paper should cover a topic from the student's major field of study and be about the length of a journal article (approximately 6,500-8,000 words – or roughly 20-25 pages – exclusive of footnotes). The committee will review the paper and determine what kinds of revisions will be required. A student may be required to provide several drafts of the paper before the committee approves the paper. A form must be signed by the committee indicating its acceptance of the student's writing sample.

30. Exit Examinations

M.A. with Thesis or Thesis/Project

After the faculty members on the Thesis or Thesis/Project Committee have approved the final form of a student's thesis or thesis/project, the student will meet with them for at least an hour and a half to give an oral defense of the thesis or thesis/project and answer questions about material in the student's major field and/or minor fields. Usually, each of the three faculty members will take thirty minutes or so to ask questions. The candidate should meet with each of the committee members in advance (at least three

weeks) of the defense to clarify the general kinds of questions they might ask. These questions might concern the thesis and its historiographical context, key issues covered in classes or pertinent to the student's major and/or minor fields, and the student's general historical philosophy. The committee will then determine whether the student will be awarded a Master's Degree in History or will need to do some more work to make up for weaknesses in the thesis and/or examination. If the committee votes in the affirmative, then its members will sign the appropriate paperwork approving the student's reception of the Master's degree. If the committee determines that a student failed a part, or parts, of the thesis/oral examination, then he/she may re-take the part(s) of the exam deemed unsatisfactory within three months or before the end of the next complete semester. If the student fails again one or more parts of the oral examination, the student normally will not be allowed to continue in the program. The student, however, may appeal for an exception to the Graduate Studies Committee.

Per the Graduate School, all exams must be completed no later than two weeks prior to graduation, so please plan accordingly. In addition, all M.A. examinations must be taken on campus.

M.A. Non-Thesis Track

Once the major professor and other members of the examination committee have approved of the students' research paper, students must pass a **written and oral comprehensive examination**. The written exam covers a student's major field and one minor field in history. The subsequent oral exam will cover the student's major field and two minor fields. The examining committee will include three or four faculty members and will be chaired by the student's major professor. All committee members for both the written and oral examinations must be approved as graduate faculty for the University of West Georgia.

For the written exam, the examining professors should give students at least four weeks in advance the major themes that will be covered in the major and minor field exams. Students will also be given **reading lists** that cover their major and minor fields. These reading lists will be created by the students' major and minor field professors and be given to the student at least three months in advance of the exam dates. The major field reading list will have a maximum of fifteen books and each minor field reading list will have a maximum of ten books. These reading lists are in addition to any coursework materials that the students may have taken for their major and minor fields of study, although some of these readings may come from courses that they have already taken at West Georgia.

On the exam date (determined by the students' committee and the Coordinator of Graduate Studies), students will be given two questions for the major field to be answered in three hours and two questions to be answered in two hours for the minor field. These questions will be based upon the major themes and reading lists provided in advance by the examining professors. Students may opt to take the entire test in one day or to have the minor field examination on a separate day. The exams will take place in a room arranged by the students' advisor. If the committee determines that a student did not perform adequately on the written examinations, the student will have the opportunity to re-take the part (or parts) of the exam that he/she failed within three months or the end of the next full semester. If the student fails again one or more parts of the examination, the student normally will not be allowed to continue in the program. The student, however, may appeal for an exception to the Graduate Studies Committee.

When the committee determines that a student has performed adequately on the written examination, then the major professor will schedule a date and time for an oral examination which will last no more than two hours. Each of the three or four faculty members present will be given equal time to ask questions. The questions might concern the students' answers on the written examination; the reading lists associated with their major/minor fields of study; the students' research paper; the course material students have covered within the program, and/or the overall historical philosophy that students have developed as a result of their studies. When the exam has been completed, the examining committee will decide whether or not a student has passed. If the committee votes in the affirmative, then its members will sign the appropriate paperwork approving the student's reception of the Master's degree. If the committee determines that a student failed a part, or parts, of the oral examination, then he/she may re-take the part(s) of the exam deemed unsatisfactory within three months or before the end of the next complete semester. If the student fails again one or more parts of the oral examination, the student normally will not be allowed to continue in the program. The student, however, may appeal for an exception to the Graduate Studies Committee.

Per the Graduate School, all exams must be completed no later than two weeks prior to graduation, so please plan accordingly. In addition, all M.A. examinations must be taken on campus.

31. Time Limit to Complete the Degree

All work must be completed within a six-year period. It is expected that students will complete the program with reasonable continuity. Extensions will be granted only for unusual circumstances beyond the control of the student.

32. Recommended Schedule for Steps toward the Degree

Application materials for prospective graduate students in History must be submitted to the Graduate College no later than **twenty working days (one month)** before the beginning of the semester in which they wish to start taking classes.

Applications for Graduate Research Assistantships (for both the first time and for a repeat appointment) in the History Department should be sent to the Graduate Coordinator for the History Department by **October 8** for the spring semester and by **April 15** for the fall semester. Applications may be accepted after those dates, but students who are appointed after **June 30** for the fall semester and after **October 31** for the spring semester will have to pay tuition fees and then be reimbursed for them. GRAs for the History Department should always check with the Coordinator of Graduate Studies during the week before classes begin to learn about some of their specific assignments.

An individual faculty advisor who shares a student's interests should be chosen (with the help of the Graduate Coordinator) as soon as possible but no later than after having finished **nine hours** of courses. With the guidance of that advisor, the student

should choose the other members of the committee that will oversee his or her thesis, thesis/project, or exit examinations, at the latest, during the semester before he or she plans to graduate.

The Cultural/Global Literacy Requirement (if necessary) Should be completed before students take their thesis defense. Exit examinations for non-thesis students may not be scheduled until the research paper has been approved by all three members of the student's examining committee.

The date(s) for the thesis or thesis/project defense or for the non-thesis exit examinations should be established at least **two months** before they occur. Any student who plans to defend a thesis or a thesis project, or take written and oral exit examinations during a given semester must officially notify the Graduate Coordinator in writing no later than October 18 for the fall semester and February 25 for the spring semester. If a student fails to do so, then he or she will not be able to defend or take the exit examinations until the following semester. The final version of the thesis must be submitted to the Graduate School or the exit examinations for students on the non-thesis track must be finished at least **two weeks before graduation**.

Application forms for advancing to candidacy should be sent to the Graduate School (after receiving the approval of a student's advisor and the Coordinator of Graduate Studies), at the latest, by the middle of the semester before the semester in which a student plans to graduate. Check with the Graduate School or the Graduate Coordinator for the deadline each semester.

33. Attending and Presenting Papers at Professional Conferences

Graduate students in history should consider attending and then presenting papers discussing original research at academic conferences in history and public history. These meetings are the best way to meet and exchange ideas with a variety of people, including graduate students and professors from other colleges and universities, public historians, and representatives of scholarly journals and university presses. Most conferences have a number of panels on specific topics during which two or three people read essays and then one or two commentators provide constructive criticism and raise questions about the papers. This is a wonderful opportunity to connect with students and professors who share your special interests and to get feedback for your ideas.

We like for students to attend regional conferences and national conferences, as convenient, simply to learn more about what historians and public historians are doing in their fields. For example, each year we encourage all students to attend the Georgia Association of History conference and public history students to attend the National Council on Public History annual meeting. Once you begin working on your thesis or thesis/project and doing original research using primary sources, you should consider submitting a proposal to present a paper. Organizations will post the call for papers well in advance of the conference, sometimes a year in advance or, in the case of the Georgia

Association of Historians, in the fall for the conference in the spring. This means that you may need to plan ahead and submit your proposals well before all of your research is done and you have finished writing the paper. Your faculty advisor can assist you in deciding which conferences would be most appropriate for your research.

Students can learn about conferences through a variety of methods. Look for announcements on the Graduate Program and Public History bulletin boards and in their List Serves. Ask your professor for information on conference in their specialized field. Announcements about conferences and calls for papers are often listed in the back of academic journals found in the West Georgia Library, in issues of the newsletter of the American Historical Association, or in public history journals available for student perusal in the Center for Public History. Some announcements can also be found on line at the web-sites for the sponsoring organizations.

Among the organizations which regularly hold meetings in or near Georgia and which are especially supportive of graduate students wishing to become involved are the Georgia Association of Historians, Phi Alpha Theta, the Appalachian Studies Association, Georgia Association of Museums and Galleries, Georgia Preservation Conference, the Georgia Association of Archivists, the Southeast Museum Conference, and the Historical Society. Students interested in southern history should check where the Southern Historical Association will be holding its annual meeting in early November.

There are many ways to help fund conference travel. The section under Financial Aid in this manual provides three sources of funding, although these sources typically apply only to students presenting papers. In addition, many organizations provide student scholarships for annual meetings. In recent years, our graduate students have received such awards from the Appalachian Studies Association, the National Council for Public History, and the Vernacular Architecture Forum. The Georgia Association of Museums and Galleries, which meets in January each year, has several scholarships for students who aspire to a career in museum work. To help cut costs, you might consider sharing rooms and car pooling with students and faculty attending the conference. Again, consult with your faculty advisor and check our bulletin boards and list-serves for more information. Some organizations recruit graduate students for tasks such as staffing registration tables in exchange for a waiver of the conference registration fee.

34. Research Resources On or Near Campus

Irvine Sullivan Ingram Library, University of West Georgia

The Ingram Library houses approximately 353,181 bound volumes, 23,526 reels of microfilm, a limited audiovisual collection, more than 1,040,266 pieces of microform, 19,628 maps and charts, and 29,990 volumes/pieces of special collection material. The Library currently subscribes to 1,972 magazines and newspapers. It is the Sixth Congressional District selective depository for over 214,661 United States government publications. In addition to these conventional resources, the Library contains seminar and conference rooms, lockable faculty carrels, individual study carrels, facilities and equipment for microform reading and copying, large areas for reference, periodical materials, maps, and the circulating book collection. Audio and video cassette players and photocopiers are also available to assist students with their study and research needs.

The electronic services provided by the Ingram Library are reputed to be among

the most advanced in the state of Georgia. The Library's participation in the University System of Georgia's Georgia Interconnected Libraries (GIL) project provides automated services for its patrons. Circulation, reserves, interlibrary loans, Special Collections, government documents, and serials are available through the Library's www home page and its online public access catalog (OPAC). Through PEACHNET, students have access to GALILEO (Georgia Library Learning Online), which includes the catalogs of all system libraries and full-text journals and encyclopedia databases. Ingram Library provides a wide range of additional electronic resources to students, with web-based indexes to all electronic materials. All licensed, electronic materials are available for graduate student use from any computer in the world with an Internet connection.

Annie Belle Weaver Special Collections Room

The Special Collections Department of Ingram Library at SUWG is dedicated to acquiring and providing access to information about the history of the University and the geographic area that it serves. Manuscript materials and other items that support the curriculum of the University are also available for use. Areas of collection include:

Annie Belle Weaver Special Collections are 1 p.m. through 3 p.m. Monday through Friday. Special Collections is also open by appointment. For an appointment, call Suzanne K. Durham House at 678-839-5350.

1. *UNIVERSITY OF WEST GEORGIA HISTORY*: Materials documenting the history of the University and its programs include bulletins, yearbooks, working papers and reports of various committees, etc; information about the University in non-university sources; and materials on the predecessor schools of the University of West Georgia (Fourth District A & M School, Seventh District A & M School, and Bowdon College).

2. *WEST GEORGIA AREA*: Books and related materials on the West Georgia area (defined primarily as Polk, Haralson, Paulding, Carroll, Douglas, Coweta, and Heard Counties), including family histories, photographs, and church records. Although these items are of use to genealogists, no attempt is made to build a genealogical collection as such. A special effort is being made to acquire the manuscript collections of individuals who have represented the West Georgia area in state or national legislative bodies. The department recently acquired the papers of Newt Gingrich, former Speaker of the House of Representatives in Washington, DC.

3. *SACRED HARP MUSIC*: As this music has historical roots in west Georgia, the Special Collections Department is building a collection of materials on Sacred Harp music, the history of American psalmody, especially the origin and practice of shaped note singing.

4. *RARE BOOKS*: Through the years, the Annie Belle Weaver Special Collections has acquired numerous rare books.

5. *THE THOMAS B. MURPHY HOLOCAUST TEACHER TRAINING AND RESOURCE CENTER OF THE GEORGIA COMMISSION ON THE HOLOCAUST*: This center, located on the second floor of our library, is the only public institution of its kind wholly devoted to teacher training. The center is easily accessible to the teachers of the state, and serves as a clearinghouse for materials and information from public and private agencies. The Holocaust Teacher Training and Resource Center is partnered directly with the United States Holocaust Memorial Museum in Washington D.C. and the national Association of Holocaust Organizations, as well as Yad Vashem in Israel. The Center includes a resource library, archives, and a media center. Books and videos are available

for in-house use, and ongoing acquisitions will assure that the latest information on the Holocaust is available. Curriculum development, teacher conferences, staff development seminars, a photographic and periodical collection, art exhibits, a speaker's bureau, portable historic and cultural exhibits and teacher work areas are components of the Resource Center. For more information, contact the Director, Dr. Rick Voyles, at 770-838-3281.

Center for Public History

Located in Pafford 205, the Center for Public History researches, documents, preserves, and promotes public discussion of the history and the architectural, cultural, and folklife resources of west Georgia and the surrounding region. The Center provides consultation and services in historical research, oral history, folklife fieldwork, architectural survey, exhibit development, and public and community program development. The Center was established in 2000 to support public history research projects undertaken by faculty and students in the Department of History. The College of Arts and Sciences provides facilities as well as funding for graduate research assistantships. Further support of the work of the Center comes from grants and other forms of outside funding.

The Center creates and maintains an archive for all of its research and fieldwork activities. The archives are created and maintained in connection with the Annie Belle Weaver Special Collections, Ingram Library. All research materials collected in conjunction with the Center projects are archived according to professional standards and are available for public research at scheduled hours each semester, as well as by appointment. Researchers may search the collection through the Center database. Please check the hours posted on the door each semester or contact Dr. Ann McCleary, amcclear@westga.edu, for more information. To reach the Center by phone, call 678-839-6141.

Archives collections include:

1. West Georgia Oral History Collection and Photography Archives
2. Banning Mill Collection
3. Regional Folklife Collection
4. Regional Architecture Collection
5. Carroll County World War II Collection
6. Regional Music Collection
7. University Oral History Project Collection

Georgia Political Heritage Project

Directed by Dr. Mel Steely, this oral history program documents the memories of Georgia's political leaders as they recount their role in the state's political history. The Georgia Political Heritage collection is housed in the Annie Belle Weaver Special Collections, at the Ingram Library.

Antonio J. Waring Archaeology Laboratory

The Waring Lab curates a large collection of historic and prehistoric artifacts from archaeological sites around Georgia and offers students special opportunities for academic training and research. Students interested in material culture, Native American history, and the history of the southeastern United States may find excellent resource material here for their research. Please contact Director Dr. Ray Crook for more information.

Research Libraries in the Atlanta area

The Atlanta area houses many university libraries for students to use in conducting original research in primary documents for their seminar papers and theses. The Emory Library, for example, is an excellent repository for those interested in Southern United States, European and world history. Many of these libraries have superb collections of original documents in their archives and special collections. Please consult with your academic advisor to identify libraries that would be useful to your own research interest.

History graduate students can ask for a Joint Borrowers' Card which will allow them circulation privileges at the other thirty-three University System of Georgia libraries. Some, such as Kennesaw State University, Georgia State University and Georgia Tech are only an hour or so away. The University of Georgia at Athens is only a two-hour drive. Owing to its status as a private institution, Emory University's library system does not extend borrowing privileges to the Georgia University system; however, the campus is easy to reach from Carrollton and its facilities are open to the public for use on site on a walk-in basis. Ingram Library provides access to these and other research libraries of the Atlanta area through West Georgia's membership in ARCHEC, the Atlantic Regional Consortium for Higher Education. For students who require additional materials, electronic generation and transmission of interlibrary loans expedites this process considerably.

Researchers may also take advantage of the Georgia Department of Archives and History in Atlanta, which will soon be moving to Macon,. Also, the National Archives operates its Southeast Regional Library in East Point. This facility provides excellent resources for students in U.S. History, particularly southern history.

Atlanta History Center

Students interested in museum studies and pursuing course work for the Museum Studies Certificate may take advantage of the excellent resources at the Atlanta History Center on Paces Ferry Road in Atlanta. Besides the museum and its collections, the AHC has an archive with an extensive collection of primary documents on Georgia history.

35. After Graduation

Even when a student has graduated from our program and has moved on to a new job or other opportunities, there are still ways in which we can serve you. You may ask any of your professors if they will write a letter of recommendation for you (understanding that they may not always be able to do this) as well as for other forms of assistance in finding a job or becoming accepted in a Ph.D. program. If you are trying to publish a paper you first wrote in our program, most professors will be pleased to help you rework it. And please send us an email or letter from time to time letting us know how and what you are doing as well as any suggestions you have for us.