

**Graduate Student Handbook
Department of History**

**University of West Georgia
March 2019**

Table of Contents

1. Welcome to the Graduate Program in History
2. Important Contacts
3. Graduate Faculty
4. Admission Criteria and Application Process
5. Tuition and Fees
6. Graduate Research Assistantships
7. Other Financial Aid Opportunities
8. Orientation for New Graduate Students
9. Program Tracks
10. Degree Requirements
11. Areas of Study in History
12. Public History Certificate
13. Museum Studies Certificate
14. Advising
15. Selecting Courses
16. Registration
17. Internships
18. Historiography
19. Historical Methods and Writing
20. Foreign Language/Cultural and Global Literacy Requirement
21. Transfer Credit
22. Academic Standards
23. Communication
24. Research and Writing Competence
25. Academic Honesty
26. What is a Thesis?
27. Completing the Thesis and Submitting it to ProQuest
28. Public History Thesis/Applied Research Project Guidelines
29. Non-Thesis Track Research Paper
30. Exit Examinations
31. The Importance of the Advisor-Student Relationship
32. Active Status
33. Time Limit to Complete the Degree
34. Applications for Graduate Research Assistantships
35. Attending and Presenting Papers at Professional Conferences
36. Research Resources On or Near Campus
37. After Graduation

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. Beyond the classroom, the department offers graduate research assistantships, internships, and opportunities to attend and present papers at historical conferences. You will be working closely with outstanding faculty who want to help you clarify your goals, develop your ideas, and pursue your passion for history. You will be challenged to work harder and to think more deeply than you have before. I wish you the best in this rigorous and rewarding new chapter in your education.

*Dr. Tim Schroer, Chair
Department of History*

Welcome Graduate Students! The MA program in History at the University of West Georgia is a competitive, diverse, and exciting program. Our department boasts a wide range of course options and a faculty with impressive knowledge and experience in a vast array of fields and concentrations. I hope you will have the opportunity to meet and learn from many of the best historians in the University System of Georgia. As your graduate director, I have the privilege of guiding you through graduate school. Our curriculum is designed to challenge and push you to be the best in your field. Please email or stop by my office with any questions or concerns. We are all here to make your time with us productive and valuable. We are happy you are joining us. Congratulations!

*Dr. Stephanie M. Chalifoux
Director of Graduate Studies*

2. Important Contacts in the Department of History

Departmental Assistant

Jan Ridgway
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

Department Chair

Dr. Tim Schroer
TLC 3218
678-839-6040
tschroer@westga.edu

Director of Graduate Studies

Dr. Stephanie M. Chalifoux
TLC 3210
678-839-6043
schalifo@westga.edu

Coordinator of Public History

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

College of Arts and Humanities Graduate Studies Associate (on leave Spring 2019)

Ms. Melissa Sullivan
678-839-5453
msulliva@westga.edu

3. Graduate Faculty

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

4. Admission Criteria and Application Process 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 151 for the Verbal Section and at least 4.0 for the Analytical Writing Section.
3. A cumulative undergraduate grade point average of at least 3.0 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. A writing sample that indicates ability to research and write at the graduate level.
6. Evidence from the personal statement and the (3) 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 Studies 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 earns a B or higher 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. Undergraduate courses do not count toward the degree. Lastly, students admitted provisionally are ineligible for a GRA position. Once a student has earned 9 hours of graduate level courses in which they earn a B or higher in each course they will be updated to regular status.

Applying to MA in History Program

Interested students should contact the Department of History's Director of Graduate Studies to discuss 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 for admission.

Application materials for prospective graduate students in History are submitted online to the Graduate School located below:

<https://www.westga.edu/academics/gradstudies/graduate-admissions.php>

The deadline for applications to the History MA program are:

Fall Semester: July 1

Spring Semester: November 1

Summer Semester: April 1

All applications must include:

1. A \$39.99 non refundable application fee.
2. Graduate Studies application forms with current information.
3. Official transcripts from all post-secondary schools you have attended.
4. GRE Scores.
5. Three letters of recommendation, preferably from history or major professors.
6. A one to 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. After you are accepted, you will be required to submit immunization forms. Applicants should contact Health Services. For information please see the Graduate School's link on immunizations (<https://www.westga.edu/student-services/health/immunization-policy.php>)
9. If you are interested in being a Graduate Research Assistant, please complete the GRA Candidacy form, available on the Department of History's website and submit that application to Dr. Stephanie M. Chalifoux at schalifo@westga.edu. (More information on application deadlines and requirements for a GRA position can be found in Section 6 of this handbook.)

Admissions Evaluation Process

The Graduate School will not forward an application to our department until it is complete. We encourage applicants to keep in touch with that office to see what information they have not yet received. Once the Graduate School sends a complete file to the Department of History, our Graduate Studies Committee will review the application. After the Committee has reviewed the application (usually within two weeks after the file is complete), the student will receive a notice as to whether they have been accepted. Anyone who has not received any notice from the Department of History within a reasonable period of time should contact us. Once an applicant has received notice of having been accepted, they should contact the Director of Graduate Studies to be advised concerning registration for courses.

Application Procedures for the Public History and Museum Studies Certificate

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 apply officially for the Certificate the semester before they finish the course work. They will not be required to submit any additional reference letters, GRE scores, transcripts, or other application

materials.

For individuals who possess a BA Degree: Individuals holding a BA 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 a BA in an academic area they hope to curate (e.g. art history, anthropology, or archaeology) may apply for the Museum Studies Certificate.

All students not currently enrolled in a UWG MA or BA program may apply for admission into the Public History or Museum Studies. The Graduate School requires:

1. A graduate online application
2. A transcript of his or her graduate and undergraduate degrees, including any institution the student attended.
3. \$39.99 non-refundable application fee
4. Immunization form. For information please see the Graduate School's link on immunizations (<https://www.westga.edu/student-services/health/immunization-policy.php>)

Non-degree Admission

Students seeking to take courses prior to admission or as a non-degree seeking student may take up to nine semester hours of graduate credit as Personal Enrichment students. The credits 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 should contact the Graduate School. Email: graduate@westga.edu or Phone: 678-839-1394

Transient Status Admission

The UWG Graduate School policy on transient students is:

“A transient student is a ‘visiting’ student who wishes to take course work at UWG for one semester and then return to his or her previously enrolled institution (referred to as the ‘home’ institution).

In addition to submitting a completed admission application and \$39.99 application fee each time they wish to attend UWG, a transient student must also submit to the Office of Graduate and [if applicable to the] International Admissions a Transient Approval Letter from the Registrar or Dean of his or her “home” institution. This transient letter must state that the student is in good academic standing at the “home” institution. In case of doubt, the Director of Graduate and International Admissions may classify the applicant as a transfer applicant and require the applicant to comply with all transfer admission requirements.

Enrollment as a transient student is limited to one consecutive semester. A transient student wishing to continue enrollment at UWG as a degree seeking transfer student must reapply as a transfer degree seeking student and fulfill all transfer admission requirements. Application as a transfer student and all required transfer admission documents must be received by the application and document deadline dates. Transfer credit into graduate programs is limited and may not be permitted by all programs.

Since transient students are “visiting” students and not degree seeking UWG students, transient students are not eligible for financial assistance from UWG. Transient students must make financial assistance arrangements with their “home” institution.”

The Department of History may allow up to six hours of credit earned as a transient from another university 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. Please contact International Student Admissions: Email: global@westga.edu or Phone: (678) 839-4780.

Appeals

Per the UWG Graduate School handbook, students wishing to appeal a denial of admission should contact the department’s Director of Graduate Studies. Dr. Stephanie M. Chalifoux at schalifo@westga.edu.

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 is also available through the Bursar’s Office at <https://www.westga.edu/student-services/registrar/tuition-and-fee-payment.php>. The Bursar’s Office updates costs each academic year. Occasionally, under special conditions, the Registrar may waive out-of-state tuition. For more information, contact the Registrar’s office at (678) 839-6438 or registrar@westga.edu

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 check out books in the library, and enter 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 “Wolf Bucks” on the ID card to pay for food in the dining halls, pay for printing in computer labs, copying in the library, etc. Money can be added to the cards online or at Value Transfer Stations found at various places on campus. More information is available through this link: <https://www.westga.edu/campus-life/wolvescard/>

6. Graduate Research Assistantships

There are a variety of Graduate Research Assistantships available each semester for full-time graduate students (those enrolled in nine hours).

Students may apply for GRA assignments in the following areas:

1. Department of History GRA (four to five awarded each semester through funding from the College of Arts and Humanities). Contact Dr. Stephanie M. Chalifoux at schalifo@westga.edu
2. Center for Public History Graduate Fellowships (three awarded each semester through the College of Arts and Humanities). The focus of these positions has included the West Georgia Textile Heritage Trail, the University History Project, and other Center initiatives. Contact Dr. Ann McCleary at amcclear@westga.edu
3. Georgia Humanities Fellowship, through the College of Arts and Humanities in partnership with Georgia Humanities. Contact Dr. Ann McCleary at amcclear@westga.edu
4. Joseph Johnson Fellowship for Georgia Music, an endowed fellowship working with the Georgia Music Foundation. Contact Dr. Ann McCleary at amcclear@westga.edu
5. Graduate research assistantships offered through the Center for Public History, based on current projects. In recent years, these have included participation in National Park Service agreements, the West Georgia Textile Heritage Trail, and other public history organizations in the region. These vary by semester, based on funding and partnerships. Contact Dr. Ann McCleary at amcclear@westga.edu.
6. University History Fellowships, focused on documenting and interpreting the University of West Georgia History. Contact Dr. Julia Brock at jbrock@westga.edu
7. Waring Archaeology Laboratory graduate research assistantships. Contact Andrew Carter at acarter@westga.edu
8. Ingram Library, Special Collections graduate research assistantships. Students may inquire about these positions by contacting Dr. Stephanie M. Chalifoux at schalifo@westga.edu For further information on Special Collections, contact: Ms. Blynn Olivieri, bolivier@westga.edu.

Full-time GRAs in the Department of History and the Center for Public History receive a tuition waiver (but still have to pay the other fees) and a stipend ranging from \$1,500 to \$3,000 per semester.

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. Assignments outside of the Department of History may vary in work hours and stipend amount. The Department of History does not usually offer graduate assistantships in the summer, but the Public History Center sometimes has grant money for special project GRAs.

Applying for Graduate Research Assistantships

To apply for a GRA position:

1. A student interested in becoming a GRA must fill out a GRA Candidate form located here the Department of History's webpage:
<https://www.westga.edu/academics/coah/history/assets/docs/graapplication.pdf>

2. Submit the form to the Director of Graduate Studies or the Coordinator for Public History **each semester**.
3. The Director of Graduate Studies or the Coordinator for Public History will contact the student if they are eligible for a GRA and provide further information about the position and the full application process.
4. Note that all GRAs must submit to background checks per UWG.

Students who currently hold a GRA assignment must submit a GRA Candidacy form to their supervisor in writing by October 1 if they want to continue their GRA position in the spring semester and March 1 for the fall semester. Students must maintain a cumulative GPA of 3.0 or above and enroll in 9 hours in order to receive an assistantship: <https://www.westga.edu/academics/coah/history/assets/docs/graapplication.pdf>

Successful applicants will usually be notified within two to three weeks after the full application is submitted and the applicant has passed the background check. Sometimes, especially before the fall semester, we cannot make a decision until summer 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 guarantee 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. GRA assignments are on a semester-by-semester basis. 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.

Applications for GRA positions are due earlier than the Graduate School application. Due dates are as follows:

- Fall GRA applications are due March 1
- Spring GRA applications are due October 1
- Summer GRA (if available) are due March 1

GRAs will sign a contract (the department manager will contact you with this information). 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. Please visit the Student Health Insurance Policy page (<https://www.westga.edu/student-services/financialaid/graduate-student-assistantships/student-health-insurance-policy.php>) for more information and a link to the waiver.

All payroll payments will be processed via direct deposit. All GRAs will receive information from Human Resources requiring direct deposit information. 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 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**.

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 Director of Graduate Studies (for those with Department of History assignments), the Coordinator for Public History, and/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.

The primary responsibility of GRAs in the History Department is to assist professors with on-going research projects and grading. The assistants in the Department of History 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 proctoring exams to tutoring students, grading assignments, and possibly delivering 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.

Academic Standards:

GRAs must be admitted regularly and maintain a 3.0 average. GRAs who earn a C will be placed on academic probation and therefore ineligible for a GRA position.

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 <https://www.westga.edu/student-services/financialaid/scholarships.php>.

Loans

Specific or additional information on the various loans available can also be found at <https://www.westga.edu/student-services/financialaid/federal-student-loans.php>

Travel Funds

The Graduate School awards a limited number of travel grants for students traveling and presenting to conferences to present a research paper. Applicants must be in good academic standing, currently enrolled, not on provisional status, and have no grades of 'I' or 'U'. Additionally, the travel should be completed in the same semester the grant is awarded. Applications for travel funding require a student statement, a letter of recommendation or support from a faculty member, documentation of acceptance as a presenter, an estimated budget of expenses, and the disclosure of other financial support received for the trip. Eligible students will receive up to \$500. Deadlines for applications vary from semester to semester and will be emailed to students through the Graduate Student listserv.

The online application, exact deadlines, and further information can be found on the Graduate School's website: <https://www.westga.edu/gradstudies/graduate-student-travel-grant/>

8. Orientation for New Graduate Students

The Department of History offers an orientation for new graduate students before classes begin each fall and spring. These sessions will help students learn about the program, expectations, and track options. Orientation also offers a good opportunity to meet other graduate students and some of the faculty. The DGS will email new graduate students about the dates of orientation. New graduate students are expected to attend.

9. Program Tracks

There are three tracks in the History MA Programs: Thesis, Public History, and Generalist. The tracks are listed below:

THESIS TRACK (36 Hours)

HISTORY MAJOR _____

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

HISTORY MINOR _____

- 1.
- 2.
- 3.

HISTORIOGRAPHY (History 6684) _____

HISTORICAL METHODS AND WRITING (History 6694) _____

CULTURAL AND GLOBAL LITERACY REQUIREMENT

Language _____ 6000-level Courses _____

THESIS (6 units)

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 _____

GENERALIST TRACK (36 Hours)

US History:

1.

2.

3.

World History:

1.

2.

3.

Thematic Field of Student's Choice (e.g., Public History or Atlantic World):

1.

2.

3.

ELECTIVE _____

HISTORIOGRAPHY (History 6684) _____

HISTORICAL METHODS AND WRITING (History 6694)

CULTURAL AND GLOBAL LITERACY REQUIREMENT

Language _____ 6000-level Courses _____

EXAMS COMMITTEE (also for Oral Examination)

1. Adviser:
- 2.
- 3.

PUBLIC HISTORY TRACK (36 hours)

PUBLIC HISTORY

1. Introduction to Public History
- 2.
- 3.
- 4.
- 5.

HISTORY FIELD _____

- 1.
- 2.
- 3.

HISTORIOGRAPHY (History 6684) _____

HISTORICAL METHODS AND WRITING (History 6694)

INTERNSHIP (3 hours) _____

THESIS (3 hours) _____

CULTURAL AND GLOBAL LITERACY REQUIREMENT

Language _____ 6000-level Courses _____

THESIS COMMITTEE (also for Oral Examination)

1. Adviser:
- 2.
- 3.

Thesis Prospectus approved by committee _____

Forms Submitted for Admission to Candidacy _____

10. Degree Requirements

At least half of the courses taken by graduate students shall be at the 6000-level, so students should take full advantage of the graduate seminars offered each semester. Students should note that while thesis hours count towards the total number of credits required to complete the degree, they do not count towards the number of 6000-level courses required. 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.

All students regardless of their track will form a committee, have a thesis or paper approved by the committee, and undergo a defense and or comprehensive exams

Thesis track: Students are required to form a thesis committee, submit a prospectus, and have the prospectus approved by their thesis committee. Although there is no timeline required, student who expect to graduate in two years should form the thesis committee in their second semester, get their prospectus approved in the second semester, and complete a thesis chapter in the Historical Methods and Writing course. A thesis will likely be 75-100 pages. Students must defend their thesis during their final semester in the program. Please note that during the defense, students will likely be asked questions about their knowledge in previous courses, and not just their thesis.

Generalist Track: Students on the generalist track will form a committee ideally in their second semester. This committee will be comprised of three faculty members. One member in the major field, one in the minor field, and one in the third (typically a thematic) field. Students on this track will write a 30 to 35 page paper, ideally in the historical methods and writing course, that they will submit to their committee for review. More information about the generalist track is below in section.

All students should expect that their 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.

Public History Track: Students on the public history track complete a public history project, typically associated with their internship. This project will include a thesis essay of 25-30 pages, including a project essay submitted to their examining committee as part of the graduation requirements. Students must defend their thesis during their final semester in the program. Please note that during the defense, students will likely be asked questions about their knowledge in previous courses, and not just their thesis.

11. Areas of Study in History

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

1. **US. History**
2. **Southern History**
3. **Ancient Europe**
4. **Early Modern Europe**
5. **Modern European History**
6. **Comparative Global History**
7. **Atlantic World**
8. **War and Society in Global Perspective (Military History)**
9. **Religion**

10. **Public History:** Students selecting this option may concentrate in a general “public history” field or they may choose a more specialized area like museum studies, community history, or archives. All students concentrating in public history must take Introduction to Public History 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 Director of Graduate Studies 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, Southern History, and Labor History.

12. 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).
 1. Nine hours of graduate-level public history courses, selected in consultation with the Public History Coordinator. These courses may include one course from a related discipline.
- Three hours of Public History Internship (HIS 6486).
 2. There are no comprehensive examinations or cultural and global literacy requirements for the Certificate.

13. Museum Studies Certificate

For students interested in pursuing a degree in museum work, the Department of History and Atlanta History Center (AHC) 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 [Gordon Jones gjones@AtlantaHistoryCenter.com](mailto:Gordon.Jones@AtlantaHistoryCenter.com) at the Atlanta History Center.

Requirements 1. Nine hours ([three courses](#)) 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

14. Advising

The Director of Graduate Studies serves as the main advisor for the graduate program. The Director 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 Director 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 a committee chair. This should be done as soon as possible but, at the latest, after finishing nine hours of graduate course work. Chairs work closely with the Director of Graduate Studies or the Coordinator of Public History to ensure that the student completes their course work and degree requirements in a timely manner.

15. Selecting courses

Students should select courses in concert with Director of Graduate Studies and/or the Public History Coordinator, and their committee chair according to their degree plan. The Department of History maintains a tentative schedule of classes five 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 must take the majority of their coursework at the 6000-level and **are limited to five 5000 level courses**. 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.

16. Registration

Early registration typically takes place in March for the summer and fall semesters and in October 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 form that must be filled out and signed by the supervising faculty member and department chair. After the form has been signed, the department will forward the form to the Registrar's Office. Permission forms are available in the History Department Office. These classes include:

HIST 6481 - Directed Reading or Independent Studies (students may take up to

two directed reading or independent study courses)

HIST 6486 - Public History Internship

HIST 6699 - Thesis

HIST 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.)

17. Internships

The Department of History offers a three-hour Public History Internship that allows students to gain practical experience as a public historian. The university's location in historic northwest Georgia and close proximity to Atlanta, fifty miles to the east, offers many excellent opportunities. UWG students have interned at the Atlanta History Center, Georgia Humanities, the National Park Service, the Jimmy Carter Presidential Library and Museum, state parks, and a variety of museums, archives, and historic sites. Some students have interned outside of the region, such as the Smithsonian institution.

Registration for the internship class requires faculty permission. The supervising faculty member must sign a form to register the student for the class.

Student interested in an internship should contact the Coordinator of Public History about potential internship possibilities and submit the internship application form at least a month, but preferably two months, in advance of the semester they plan to enroll. The Coordinator and student will then meet to discuss and identify appropriate internship sponsors based on the student's interest. Internship institutions must have a professional public historian, either paid or volunteer, available to supervise the internship. In some cases, public history institutions require their own applications and students will need to apply directly to that institution along with submitting the Department's internship application. Please check in advance to be sure that you meet their deadlines. Many institutions will require that the students interview for the position, and not all interviewed students will be accepted. Some internships may be paid, that payment is at the discretion of the sponsor. Most internships are unpaid.

18. Historiography

Historiography (HIST 6684) is required for all history graduate students wishing to receive a Master's Degree. We encourage students to take this course in their first fall semester in the program, if at all 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 write 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 era in which that write.

19. Historical Methods and Writing

Historical Methods and Writing (HIST 6694) is required for all MA students (HIST 6684 Historiography is a prerequisite). This course builds on the process begun in HIST 6684 (Historiography) in training students to think, research, and write as professional historians. Students in this course will demonstrate the ability to conduct original historical research, critically engage with primary and secondary sources, incorporate historiography into their own work, and formulate and defend an historical argument in an original work of historical writing at the graduate level. Each student will demonstrate mastery of these learning outcomes by producing an original work of graduate historical writing that is of sufficient quality to serve as the student's final portfolio research paper, thesis essay, or section of an MA thesis. Required of all MA history graduates.

Course Description

HIST 6694 has one principal goal: to equip students to write graduate-level research papers and/or an MA thesis (or thesis essay). This class is designed for all students in the MA program: Public History students working on their projects and thesis essays, those working on traditional MA theses, and those on the generalist track. All of the class sessions and assignments are designed to help students improve their historical research and writing skills, enhance their ability to present research publicly, and provide opportunity for collaborating with peers in the evaluation of historical research and writing. Students will learn about historical research methods, develop their own topic, compile a research plan, identify relevant primary sources and secondary literature, and complete a variety of assignments during the semester culminating in a 20-25 page research paper on their topic. Ultimately this course is designed to assist students begin, further, or complete a thesis, thesis project essay, or a research paper for comprehensive exams.

Goals of the Course

1. Build upon the training begun in HIST 6684 in training students to think, research, and write as professional historians.
2. Completion of polished 20-25 page piece of professional historical writing.
3. Improve professional historical writing and communication skills, including: increased abilities at crafting arguments, in both written and oral form, improved abilities in use of proper citation format, and improved abilities at presenting oral and written arguments clearly, succinctly, and professionally.

20. Foreign Language/Cultural and Global Literacy Requirement

The Department of History believes that students should take courses that enhance their global perspective. The department thus requires that all graduate students demonstrate knowledge of a foreign language or meet a cultural and global literacy requirement. This requirement can be fulfilled in one of multiple ways.

Foreign Language/Cultural and Global Literacy Requirement

1. Earning a B or better in one of the following college-level second language courses:
 - a. The fourth semester of a college-level second language class completed no more than five years before admission to the University of West Georgia. Students deciding to take one or more undergraduate second language classes to meet this requirement may do so at any accredited college.
 - b. The University System of Georgia Independent and Distance Learning second 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. The UWG History department offers a 4000 and 5000-level Reading Knowledge courses in Ancient Greek and Latin. Georgia State University (GSU) typically offers French/German/Spanish 7000-level Reading Knowledge and Translation courses that would fulfill the department's second language option. Students will need to get approval for a transfer course prior to enrolling (only six hours may be transferred for external courses).

2. Earning at least an 80% on a translation test administered by the Academic Testing Services. 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. Check with the Department of History Director 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 they must satisfy the second language reading requirement by one of the other options listed in this section.

3. Evidence that a student's native language is not English, and of sufficient proficiency in the English language.

4. Successful completion of a Bachelor's Degree or minor field in a second language no more than five years before admission to the University of West Georgia. The overall GPA for the courses taken to satisfy the Bachelor's Degree or minor field must be at least a 3.0 to fulfill the requirement. Second language minor fields must include intermediate language classes and/or upper division courses where the language is utilized throughout the course. The Graduate Coordinator may request additional materials (syllabi, course descriptions, etc.) regarding the minor field. The Graduate Committee will review all relevant materials and make decisions regarding this option.

Cultural and Global Coursework Option

With permission from their advisor and the Director of Graduate Studies, students may take courses that enhance their cultural and global literacy. They may satisfy this option in one of three 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 World 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 their major field, minor field, elective class, or overall unit count). Both courses should be in a World History field, 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.

3. Take two Department of History study abroad courses (at the 5000 or 6000 level) offered by the Department of History (HIST courses).

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 Director of Graduate Studies of the Department of History and the Graduate School. Students may be asked to submit syllabi and other materials to the Director of Graduate Studies.
5. Acceptance of the transfer credit does not reduce the residency requirement stated above.

22. Academic Standards

In graduate courses, the grades A, B, C, F, I (Incomplete), W (Withdrawal), and WF (Withdrawal with an F) are awarded. For 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 will complete the course requirements within one year or sooner (at the discretion of the professor). 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 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 and the University of West Georgia. Students receiving a grade of F will automatically be dismissed from the program. Students wishing to appeal their dismissal should contact the Chair of the Department of History to begin the appeals process. The Chair will determine if the appeal merits an appeal to the COAH Dean. The Dean of the COAH will ultimately make the final decision regarding a student's appealing a specific course grade, which will then lead to a formal Academic Grade Appeals process. Upon approval from the Dean, a student 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 committee chair and the department graduate advisor on a regular basis, communicating at least once a semester. The Department of History 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 Department of History 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 Director of Graduate Studies 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.
4. **Social Media:** Like "UWG Department of History" on Facebook or follow the UWG Department of History on twitter to receive updates of events and activities.

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 the words and ideas of others, without crediting them is plagiarism and violates the student academic code. 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 or a failing grade in the course.

26. What is a Thesis?

A thesis is a research paper of about 75-120 pages (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, footnotes, 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*. 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 University of West Georgia theses are available through the ProQuest library database.

General Thesis Advice

Historical research and writing - good writing - tends to be a time consuming endeavor, 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 have some special knowledge that is relevant to the topic.

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

All students planning to write a thesis or a thesis project must complete a prospectus before being allowed to proceed to the thesis proper. The thesis 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. A timeline for completion.
8. *For public history students only:* Several paragraphs discussing the details of your project.

The student's committee has final responsibility for approving the prospectus, but a prospectus should generally be a minimum of five 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.

27. Completing the Thesis and Submitting it to ProQuest

Students must submit 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 formal 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 two forms (one is the thesis defense form for the department to keep and the other is the thesis signature form the student will upload) indicating that the student has passed this oral exam.

The committee chair will fill out a form, after revisions are complete, and give this form to the student. The student will then submit the form to edreview@westga.edu. Once the form has been submitted, the student will receive instructions via email on how to submit their thesis to ProQuest, the academic database used by Universities to store the thesis. ProQuest may require additional formatting specifications. To avoid delays, please follow the ProQuest guide for formatting. Each spring, a workshop will be held to provide students with information on the specific requirements for a ProQuest thesis upload. **A thesis is not complete until it is uploaded successfully to ProQuest.** See instructions here: <https://www.westga.edu/academics/gradstudies/theses-dissertations.php>
Students may not graduate until all revisions, including those from ProQuest, are complete.

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.

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 MA 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.
- 5. A thesis is only fully complete after the upload to ProQuest has been approved.**

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:

The thesis project submitted to the ProQuest 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 Registrar's Office, 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 Registrar's Office, 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. The Importance of the Advisor-Student Relationship

Students who wish to succeed in the graduate program must develop a good working

relationship with a faculty advisor who can help guide the student's education and progress to the degree or certificate. The importance of the student-advisor relationship is far greater in a graduate program than in an undergraduate program. Depending on the track the graduate student pursues, the student's advisor will direct the public history project, direct the thesis and chair its committee, or chair the comprehensive examination committee. The student's advisor will also be the most important writer of letters of recommendation for the student upon completion of the program in a job search or in applications for further graduate education. Accordingly, by the time the student has completed nine credit hours, each student must identify to the Graduate Coordinator the faculty member who has agreed to serve as the student's advisor.

Each student bears responsibility for communicating regularly with that student's advisor regarding progress in the program. The student should meet at least once a semester with the advisor. As the student begins to develop a prospectus, a Public History project, or approaches the time for the comprehensive examination, that communication should increase. A student should always respond promptly to inquiries from his or her advisor. The advisor will ultimately be the most important person deciding on whether the student has met the requirements for the degree, so it is in the student's interest to make sure that the advisor is aware of the student's progress and approves of the direction in which the student is heading. Any student working on papers or projects that the student plans to use as a basis for a thesis or a public history project must share drafts with her or his advisor.

The Director of Graduate Studies serves as the main advisor for students who have not yet selected an advisor and coordinates the graduate program. The Director 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 Director 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 who have not yet selected an advisor 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.

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.

32. Active Status

Students do not need to be enrolled in the semester in which they graduate. However, students must be considered active according to the graduate school in order to graduate. A student is considered in active after two semesters without being enrolled in a course. In active status can be cleared by one of the following: enrolling in a course prior to their an active status or reapplying to the program.

33. 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.

34. Applications for Graduate Research Assistantships

(for both the first time and for a repeat appointment) in the Department of History should be sent to the Graduate Coordinator for the History Department by **October 1** for the spring semester and by **April 1** 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.

35. Attending and Presenting Papers at Professional Conferences

Graduate students in history should consider attending and presenting papers discussing original research at academic conferences in history and public history. These conferences 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 on department 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 University of 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.

36. Research Resources On or Near Campus 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 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.

Special Collections

The Special Collections Department of Ingram Library at UWG 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 8:30 a.m. to 12 and 1 to 4:30 p.m Monday through Friday. Please call ahead for an appointment. For more information, call (678) 839-5455 or email special@westga.edu .

Collections include *Georgia's Political History*, *Humanistic Psychology and Psychic Phenomena*, *West Georgia: Carrollton and Beyond*, *University Archives: From A&M to UWG*, and rare books and printed materials. Many of Special Collections holdings can be found through online archives, which can be found at

<http://dlg.galileo.usg.edu/Institutions/uwg.html>.

For more information about Special Collections, visit their website at <https://www.westga.edu/library/special-collections/>.

Center for Public History

Located in the basement of the Ingram Library, 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 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. Contact Dr. Ann McCleary, amcclear@westga.edu, for more information. To reach the Center by phone, call 678-839-6141.

Archives collections include:

1. Regional History Collection
2. Banning Mill Collection
3. Booker T. Washington High School Collections
4. Carroll County Chamber of Commerce Collection
5. Powder Springs Collection
6. Textile Mill and Apparel Industry Collection
7. University Oral History Collection
8. Veterans History Collection
9. Williams-Mitchell Farm Collection

The department also has a collection of online exhibits including [Love, War, and Politics: West Georgia's Counterculture, 1965-1973](#) and [The Textile and Apparel Exhibit](#).

For more information about the Center for Public History, visit their website at <https://uwgcph.org/>.

Georgia Political Heritage Project

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. For more information, call (678) 839-5455 or email special@westga.edu.

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. Contact (678) 839-6303 or ajwalab@westga.edu 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. The Atlanta History Center's hours are Monday through Saturday from 10am to 5:30pm and Sunday from 12pm to 5:30pm and adult tickets are \$21.50. Visit their website at <http://www.atlantahistorycenter.com/> for more information.

Center for Human and Civil Rights

The Center for Human and Civil Rights is located in downtown Atlanta and features exhibits about both the American Civil Rights Movement and today's global human rights movements. Some featured exhibits include The Morehouse College Martin Luther King, JR. Collection, The Global Human Rights Movement: Sparks of Conviction Gallery, and American Civil Rights Movement: Rolls Down Like Water, an immersive gallery where visitors experience the events of the civil rights movement. The center also hosts special events and limited exhibits. For more information, and a list of upcoming events, visit their website at civilandhumanrights.org/.

37. 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.