

Graduate Handbook

M.A. Degree  
in Government

Department of  
History & Government

Texas Woman's University

Fall 2017

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# Introduction

## *Welcome*

The Department of History and Government welcomes you to graduate study at Texas Woman's University. This handbook describes the M.A. program in government and contains information useful to navigating your graduate career. Throughout your course of study in the department, you will want to refer to this guide for descriptions of degree plans, protocols for thesis and professional papers, necessary procedures, and other useful information. If at anytime you should have questions about the graduate program in government, please feel welcome to ask Dr. Jonathan Olsen, the chair of the department, or other members of the department.

## *The Department of History and Government*

The Department of History and Government includes five full-time faculty members with expertise in U.S. politics, law and society, global and comparative politics, social and political theory, public policy, and the politics of race, class, and gender. The department's intimate size and easily approachable faculty make it especially conducive to graduate study. Within the flexible confines of our curriculum, students can structure their studies in ways that maximize both their interests and career goals. The department takes great pride in offering a quality, student-centered graduate degree that prepares students for careers in secondary education, community college

teaching, Ph.D. studies, work in the public and non-profit sectors, or the career of their choice.

## *Departmental Mission Statement*

*Consistent with the mission of the Texas Woman's University to emphasize liberal arts and professional education, the mission of the Department of History and Government is to develop an understanding and appreciation of the disciplines of history and political science, their interdisciplinary connections to each other, and to other fields of inquiry. As the study of history, politics, law and government is inevitably multicultural, programs provide opportunities to learn about diversity of experiences, including a global range of cultural issues that address the intersecting roles of race, class, ethnicity, religion, and gender. Courses in our programs seek to develop in our students the skills needed for critical, analytical thinking, evidence based research, oral and written presentation, and public leadership. Ultimately, courses in our programs prepare our graduates for active citizenship and to succeed in further graduate and professional education and in the careers of their choice.*

The Department of History and Government's mission to provide global citizens with a multicultural view of politics, law, and public policy resonates with graduate course offerings that emphasize the diverse experiences of women, men, and children of varied races, ethnicities and socio-economic backgrounds. In addition, the department's graduate program in government challenges students to further develop critical

and analytical thinking skills through close interaction with primary source materials.

### *A Conversational Model of Graduate Education*

Graduate work in government at TWU is best described as “conversational.” From small seminar classes to office-hour discussions with professors, the graduate degree is an extended conversational interaction between and among students, faculty members, and scholarly research. This conversational model – rooted in the professional relationship between and among students and professors – structures the entire graduate program in history. We are a community of scholars engaged in the study of politics, law, and government.

### *Graduate School & University Guidelines*

This handbook is designed to be utilized in conjunction with the Graduate Catalog, Graduate School Guidelines for admission to graduate studies, Graduate School guidelines for writing prospectuses, theses, and professional papers, Graduate School guidelines for filing theses and professional papers, Graduate School guidelines for applying for graduation, University guidelines for research projects involving human subjects and/or animals, and all other applicable Graduate School or University requirements. When applicable these guidelines or requirements have been referenced in the handbook. Students are strongly encouraged to familiarize themselves with Graduate School requirements by visiting the Graduate School web site: <http://www.twu.edu/gradschool/>

## Part One Admissions, Scholarships, & Graduate Assistantships

### *Applying to the M.A. Program*

Application to the graduate program in Government is made directly to the Graduate School. For more information on the necessary application forms and university requirements for admission, please see the Graduate Catalog and the *How Do I Apply?* booklet available on the TWU Graduate School web site.

In addition to Graduate School and university requirements described in the Graduate Catalog and *How Do I Apply?*, the Department of History and Government has the following requirements for admission:

1. A student’s record overall clearly should reflect the ability to pursue advanced study, conduct research, and write effectively in the field selected.
2. Applicants should document a strong preparation in the liberal arts.
3. The applicant is expected to have at least a 3.0 average in all upper division and previous graduate work and at least 18 hours of upper-division undergraduate or graduate work in the major field.

4. Applicants are required to submit a writing sample of their choosing (e.g., a research paper or extended essay from an undergraduate course, anywhere from 5-20 pages). In addition, the applicant should provide a CV listing three references, usually from an academic who knows the applicant's work. Applicants who do not meet the above prerequisites at the time of application may, under exceptional circumstances, be recommended for provisional admission by the appropriate director of graduate studies.

## *Scholarships*

A complete description of financial aid available to graduate students is available in the Graduate Catalog and on the TWU Graduate School web site. Please be aware that scholarships, grants, and fellowships may be available from the Graduate School, the College of Arts and Sciences, state and local agencies, honor societies, and other sources.

The Department of History and Government offers several competitive scholarships. The following departmental scholarships are available to graduate students.

### Professor and Mrs. John L. Dawson and Dr. and Mrs. Hubert G. Driggs Scholarship

This scholarship, established by gifts from Professor and Mrs. John L. Dawson and Dr. and Mrs. Hubert G. Driggs, is to be awarded primarily to students newly entering Texas Woman's University as majors in programs offered by the Department of History and Government, either as new freshman students, or transfer students from other colleges, universities, or

community colleges. These scholarships are available both to undergraduate and graduate students. In addition, continuing undergraduate students who show exceptional promise, who have a cumulative grade point average of 3.0 or higher, and who are completing a major or a minor in programs offered by the Department of History and Government will be given consideration.

### General Departmental Scholarship

Limited funds are available periodically from various sources to assist deserving students majoring in or planning to major in the Department of History and Government who have demonstrated potential for academic excellence and professional development and who have financial need.

Scholarship forms are available on the History and Government web site and may be faxed, mailed, or returned in person. Scholarships may be granted in any semester when funds are available. Scholarship winners will be announced in the spring semester. Applications are welcome at any time, but the deadline for those to be announced in the spring is March 1<sup>st</sup> of each year.

### Jamison Fellowships

A new fellowship offered by the department are Jamison Fellowships. These are intended for students who have secured an unpaid internship at a Government or non-profit institution. Students in the Public Affairs track are especially invited to seek out an appropriate internship and apply for Jamison funding.

## *Graduate Assistantships*

As teaching needs and funds permit, the department awards graduate assistantships on a competitive basis. Graduate Assistants (GAs) support professors with the teaching of a course; Graduate Teaching Assistants (GTAs) are instructors of record in independent courses. For an application and complete information about Graduate Assistantships see the TWU Graduate School web site. For an application for GTA positions, see the Departmental web site. The deadline for assistantship applications is March 1<sup>st</sup> of each year.

## Part Two

## Degree Plans and Course Offerings

### *Degree Plans*

Students may earn the M.A. in Government by completing course work and writing a thesis OR completing course work and writing a professional paper. The following tables describe degree plans for the M.A. in government:

#### **M.A. Thesis Option**

At least 3 hours in U.S. Politics, Law, and Government  
At least 3 hours in Global/Comparative Politics  
At least 3 hours in Political Theory  
At least 3 hours in Public Policy  
Research Methods (3 hours)  
GOV 5993 Thesis (6 hours)  
9 additional graduate hours

Comprehensive Review Essay

30 TOTAL HOURS

#### **M.A. Professional Paper Option**

At least 3 hours in U.S. Politics, Law, and Government

At least 3 hours in Global/Comparative Politics

At least 3 hours in Political Theory

At least 3 hours in Public Policy

Research Methods (3 hours)

GOV 5973 Professional Paper (3 hours)

18 additional graduate hours

Comprehensive Review Essay

36 TOTAL HOURS

In addition to the above degree plans, the department also offers a professional paper combined History and Government degree plan that couples 21 hours of graduate study in government with 18 hours of graduate study in history. Graduates of this program receive an M.A. in government but have enough graduate hours to teach both government and history in Texas high schools and community colleges.

#### **M.A. Professional Paper Combined H&G Option**

At least 3 hours in U.S. Politics, Law, and Government

At least 3 hours in Global/Comparative Politics

At least 3 hours in Political Theory

At least 3 hours in Public Policy

Research Methods (3 hours)

GOV 5973 Professional Paper (3 hours)

3 additional graduate hours in government

18 additional graduate hours in history

Comprehensive Review Essay

39 TOTAL HOURS

Finally, the department will be offering a Public Affairs track within the MA in the fall of 2017. Still under discussion and revisions by the department, the Public Affairs track (which replaces the Practicum Capstone track and is similar to the Public History track for the M.A. in History) will include an introductory course in Public Affairs along with other courses specifically designed to meet the needs of students who wish to work in government or non-profit organizations after graduation. Six hours of internship are required for this track, in addition to a professional paper.

### *Degree Plan Requirements*

All degree plans require students to have a minimum of 3 hours of graduate study in each of the following fields:

- U.S. Politics, Law, and Government
- Global/Comparative Politics
- Political Theory
- Public Policy

Within these required fields, students may choose from a variety of courses offered on a regular basis.

No grade lower than B can be counted toward the completion of a degree plan.

All degree plans require students to take the course, Professional Practices in Government.

All degree plans require students to take three hours of professional paper preparation (6 hours of thesis preparation if writing a thesis).

Beyond these requirements, students are free to take graduate government courses of their choice to meet the total number of hours needed for graduation.

Students may elect to take up to 6 hours of coursework in another discipline to qualify for a Graduate minor. A complete description of graduate minors is available in the Graduate Catalog.

### *Course Offerings*

Course offerings change on a semester basis. For an updated list of course offerings, see the most recent edition of the Graduate Catalog. The following list of courses is designed to demonstrate the depth and range of the program. To verify that a course meets a required field (U.S. Politics, Law and Government; Global/Comparative Politics; Political Theory; Public Policy), please inquire with the department chair. The following recently offered courses are grouped under appropriate required fields.

#### **Courses in U.S. Politics, Law, and Government**

Seminar in Government

Problems in the Legislative Process

Issues in Constitutional Law

The Civil War: History, Culture, and Law

War, National Security, and Civil Liberties

Native Americans: History, Culture, and Law

Civil Rights: History, Culture, and Law

GOV 5903: Special Topics in U.S. Politics, Law, and Government

**Courses in Global/Comparative Politics**

Studies in Comparative Politics  
American National Defense Policy  
Seminar in Japanese Politics  
American International Relations  
GOV 5903: Special Topics in Global/Comparative Politics

**Courses in Political Theory**

Seminar in Political Theory [may be taken more than one time for credit as content changes]  
GOV 5903: Special Topics in Political Theory

**Courses in Public Policy**

Political Women  
Leadership and Women  
The Presidency and Public Policy  
Introduction to Public Affairs  
Rights, Race and Social Justice  
Law, Gender and Sexuality  
GOV 5903: Special Topics in Public Policy

*Internships*

Up to six hours of internship credit may be counted towards a degree. For specific information on available internships and prerequisites for internship participation, see the Departmental Internship Coordinator.

## Part Three Navigating the First Year

### *The First Week*

In your first week of graduate study, schedule a “welcome appointment” with any member of the government faculty. This “welcome appointment” serves as an orientation to the program and provides an opportunity to ask questions about your course of study. The “welcome appointment” does not have to be scheduled with your major professor (see below); the appointment can be scheduled with any full-time member of the government faculty.

### *Choosing a Major Professor*

During your first semester in graduate school, you should select a major professor to oversee your graduate studies and direct your thesis or professional paper. Because the choice of a major professor is an important one, you should choose a major professor whose professional expertise most closely matches your intended research project. Students are strongly encouraged to meet with a professor and discuss their interests. The following information is offered as a quick reference point for understanding faculty expertise.

**Dr. Valentine Belfiglio** specializes in international relations, global and comparative politics, and U.S. national defense policies.

**Dr. Tim Hoye** specializes in social and political theory, U.S. politics, and comparative politics, with an emphasis on the politics and government of Japan.

**Dr. Jonathan Olsen** specializes in comparative politics and political theory, with an emphasis on German politics, European politics, and the European Union.

**Dr. Parker Hevron** specializes in U.S. politics, Texas politics, and research methods, with a special emphasis on the intersection between mass media, legal policy-making, and political behavior.

**Dr. Clare Brock** specializes in U.S. politics and public policy, with an emphasis on policy-making and political institutions.

**Dr. Jeff Robb** specializes in U.S. law and politics, legal studies, and legal history.

During your first semester in graduate school, work with your major professor to complete the Master's Degree Plan form. This form clearly states your intention to pursue one of the following options:

M.A. Thesis Option

M.A. Professional Paper Option

M.A. Professional Paper Combined History and Government Option

Copies of this form must be filed with your Major Professor and the Departmental Administrative Assistant. The student is responsible for providing the Graduate School with a completed Master's Degree Plan form in advance of graduation.

### *Taking Courses*

Although there is only one required course in the traditional politics M.A. (Research methods in Government) and two courses in the Public Affairs track (Research methods and Introduction to Public Affairs) all degree plans require students to take a minimum number of hours in four required fields (U.S. Politics, Law and Government; Global/Comparative Politics; Political Theory, Public Policy). Within these required fields, you may choose any applicable course(s). If you have questions regarding the placement of a course in a particular required field, you may ask the department chair.

### *Declaring a Degree Plan*

## Part Four

### Forming a Graduate Research Committee

#### *Developing a Graduate Research Committee (GRC)*

Each student is responsible for forming a Graduate Research Committee (GRC) composed of faculty chosen by the graduate student in consultation with the major professor. This committee will assess the thesis or professional paper.

Your major professor is automatically the chair of your GRC. In addition to your major professor, a GRC consists of two additional TWU faculty members. One of these additional faculty members must be a full-time tenured, or tenure-track faculty member teaching in the government program. The other member may be a full-time tenured, or tenure track member of the government program or a member of any other TWU Department. Graduate Research Committees must have a minimum of three members; additional members may be added at the discretion of the GRC chair.

After completing 12 hours of graduate coursework, you should consult with your major professor to identify potential GRC members. You should meet individually with each potential GRC member. Once two faculty members have agreed to join with the major professor to form the GRC, work with your major professor to complete the Graduate Research Committee Composition form and return it to the departmental office.

#### *What Does the GRC Do?*

Ultimately, the GRC will assess your thesis or professional paper. They are the committee to whom you will present your thesis or professional paper – in an academic defense – at the conclusion of your graduate program. Importantly, long before the defense, the GRC can be a resource for ideas, suggestions, research support, and critical review as you develop your prospectus and thesis or professional paper. While the Committee Chair, your major professor, is primarily responsible for directing the thesis or professional paper, other members of the committee can be consulted for their advice and opinion. You are responsible for seeking the guidance of your GRC throughout the process.

#### *What Happens if my GRC Changes?*

In the event a member is unable to continue to serve on the GRC, the student, in consultation with the major professor, will find a replacement and will re-file the Graduate Research Committee Composition form with the Department. The GRC Chair (a student's major professor) should not be changed during the writing phase of the thesis or professional paper unless circumstances warrant such a change. In the event of a change in major professor (GRC Chair) the student must, in consultation with a new GRC chair, re-file the Graduate Research Committee Composition form with the Department.

## Part Five

### The Thesis or Professional Paper

#### *What is a Thesis?*

A thesis is a lengthy exploration of a focused topic based upon original research in both primary and secondary sources. A thesis is typically 75-100 pages in length including endnotes. Theses include a complete bibliography that is not counted in their page length. Examples of theses are available in the History and Government Conference Room on the 11<sup>th</sup> floor of CFO.

#### *What is a Professional Paper?*

A professional paper is an extended, journal-length essay that explores a focused topic and is based upon original research in both primary and secondary sources. A professional paper is typically 30-45 pages in length including endnotes. Professional Papers include a complete bibliography that is not included in their page length. Examples of Professional Papers are available in the History and Government Conference Room on the 11<sup>th</sup> floor of CFO.

#### *Should I write a Thesis or a Professional Paper?*

The Department gives students the choice to write a thesis or professional paper. You should make this choice based on your interests, the expansiveness of your intended subject, the

amount of research materials available, and your personal career goals. Feel free to discuss this decision with your major professor.

#### *Where can I get Ideas for a Thesis or Professional Paper?*

The idea for a thesis or professional paper can have its origins in a class paper, in a conversation with a professor or classmates, or from interests related to career possibilities. A specific research question relating to a general interest in a topic will typically emerge from a thorough and systematic review of research on your general topic. Once you have isolated a topic for your thesis or professional paper, discuss it with your major professor. If you feel their expertise would be beneficial to your research, you can also discuss your intended topic with other members of your GRC.

## Part Six

# Writing the Thesis or Professional Paper Prospectus

### *What is a Prospectus?*

A student must complete a prospectus before beginning to write the professional paper. A prospectus is a formal statement of your topic based in primary and secondary research. The prospectus is a major component of the graduate program; it demonstrates your preparation to conduct sustained research on a focused topic. In placing your topic within the context of recent scholarly literature, the prospectus should reflect significant amounts of preparatory research. The prospectus must contain the following:

- A proposed title
- An introduction placing your proposal in a larger context and explaining why your research is significant
- A proposed central question or thesis statement
- A description of the primary source materials to be utilized in your essay
- A thorough literature review that situates your argument in the context of recent scholarship on the topic.
- A bibliography in Chicago Manual Style

You should work with your major professor in the development of your prospectus.

You will submit your prospectus to your major professor and the GRC for approval. Thesis prospectuses also require approval from the Department Chair and Graduate School.

### *When Can I Write my Prospectus?*

You may write your prospectus at any time.

### *Submitting a Professional Paper Prospectus to your Major Professor*

Once you have completed your prospectus, submit it to your major professor (GRC Chair). Your major professor will review your prospectus and may request that it be revised.

### *Submitting a Professional Paper Prospectus to the GRC*

When your major professor approves of the prospectus, circulate copies to the remaining GRC members. GRC members may take up to two weeks (longer in summer) to review a proposed prospectus.

### *Obtaining GRC Approval for a Professional Paper Prospectus*

GRC approval for a prospectus may be obtained by requesting members to sign the Professional Paper Prospectus Cover Sheet. Copies of this signed form and the completed prospectus must be filed with the GRC Chair and the

Departmental Administrative Assistant. Once an approved Professional Paper Prospectus Cover Sheet has been filed, you may begin work on composing the professional paper.

### *Submitting a Thesis Prospectus to your Major Professor*

Once you have completed your prospectus, submit it to your major professor (GRC Chair). Your major professor will review your prospectus and may request that it be revised.

### *Submitting a Thesis Prospectus to the GRC*

After your major professor approves of the prospectus, circulate copies to the remaining GRC members. GRC members may take up to two weeks (longer in summer) to review a proposed prospectus.

### *Obtaining GRC Approval for a Thesis Prospectus*

The GRC will assess the prospectus and determine if the project is ready for approval.

The GRC will note its decision and sign the Thesis Prospectus Cover Sheet

### *Obtaining Departmental Approval for a Thesis Prospectus*

Once approved by the GRC, the thesis prospectus must be approved by the Chair of the Department who will sign the original Thesis Prospectus Cover Sheet. Copies of completed Thesis Prospectus Cover Sheet must be filed with the GRC Chair and the Departmental Administrative Assistant.

### *Obtaining Graduate School Approval for a Thesis Prospectus*

Once signed by the GRC and Department Chair, the original Thesis Prospectus Cover Sheet must be forwarded to the Graduate School for approval. Students must indicate on this form whether they are using human subjects or animals in their research. Oral histories are not considered “human or animal subjects.”

Once the Graduate School has approved the Thesis Prospectus Cover Sheet, they will notify the student in writing. Once Graduate School approval has been received, you may begin work on composing the thesis.

## Part Seven

### Writing the Thesis or Professional Paper

#### *Preparation of Theses and Professional Papers*

##### STYLE

Theses and Professional Papers must be written according to the stylistic guidelines established by the Graduate School in the *Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers* available on the Graduate School web site. In addition, the citation style for all Theses and Professional Papers in government is *The Chicago Manual of Style*, 15th edition.

##### CONTENT

Theses and Professional Papers explore focused historical topics based upon extensive original research in primary and secondary sources.

##### THE ROLE OF THE GRC CHAIR

As you research and write your thesis or professional paper, make regular appointments with your GRC Chair to discuss your progress. As you research and write, submit portions of the work to your major professor for commentary. When you have completed a draft of the thesis or professional paper submit it to your major professor for commentary. Drafts of theses and professional papers should be free of grammatical and mechanical errors. It is your responsibility to proofread a thesis or professional paper to ensure that it is free of spelling

and grammatical errors. Your GRC Chair will review your draft and may request that it be revised.

## Part Eight

### Defending and Submitting a Thesis or Professional Paper

#### *Circulating copies of the Thesis or Professional Paper to the GRC*

Once a draft of the thesis or professional paper has been approved by the GRC Chair, circulate copies to the remaining GRC members. GRC members may take up to two weeks (longer in summer) to review a proposed thesis or professional paper.

#### *Scheduling an Oral Defense*

After you have circulated copies of the thesis or professional paper to the GRC, meet with your GRC Chair (major professor) to set a defense date. You should select a date, amenable to all GRC members, that is approximately 2 weeks in advance. Please note that oral defense dates may not be scheduled during the last week of classes. It may also be difficult to schedule a defense date in the summer due to faculty members' travel schedules.

## *The Oral Defense*

The oral defense of the thesis or professional paper is a conversational dialogue between the student and the Graduate Research Committee. During this defense, the student will formally present the research and answer questions, relative to that research, from the GRC.

After the defense, the GRC assesses whether to approve, or to require revision. Overall assessments of theses and professional papers are based upon the level of critical analysis and original thinking demonstrated in the written work, the command of scholarly research in the written document, and the level of critical analysis in the oral defense. If your thesis or professional paper is approved by your GRC, the members will sign the signature page of your work and the Certification of Final Examination Form. Copies of the defended thesis or professional paper and the Certification of Final Examination form must be filed with the Department Chair.

## *Submitting your Professional Paper to the Graduate School*

After the necessary signatures have been obtained from the GRC, you will need to submit the following materials to the Graduate School:

- An abstract of the approved thesis or professional paper
- The professional paper's title page

The signed Certification of Final Examination form will be sent to the Graduate School by the GRC Chair.

## *Submitting your Thesis to the Graduate School*

After the necessary signatures have been obtained from the GRC, you will need to submit your thesis to the Graduate School. See the Graduate Catalog and the Graduate School's *Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers* for full details on how to submit your thesis to the Graduate School.

## *Binding your Thesis or Professional Paper*

After submitting your thesis or professional paper to the Graduate School, you must have two copies bound in hard back. The binding may be done at a local copy store or at the TWU Duplicating Center. One of these copies is to be given to the Department Chair; the other is to be given to the GRC Chair. Other specific requirements for binding a thesis can be found in the *Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers*.

## Part Nine Appendix

### *Deadlines for Graduation*

Prior to the semester of expected graduation, you should consult the Calendar of Deadlines distributed by the Graduate School. It is your responsibility to meet all of the deadlines listed.

### *List of Necessary Forms*

*All forms are available on the History and Government web site*

#### Master's Degree Plan

Completed in the first semester. Copies of this form must be filed with your Major Professor and the Departmental Administrative Assistant. The student is responsible for providing the Graduate School with a completed Master's Degree Plan Form in advance of graduation.

#### Graduate Research Committee Composition Form

Completed at the creation of a GRC and after any changes in GRC membership. Copies of this form must be filed with your Major Professor and the Departmental Administrative Assistant.

#### Professional Paper Prospectus Cover Sheet

Completed upon the GRC's acceptance of a professional paper prospectus. Copies of this form must be filed with your Major Professor and the Departmental Administrative Assistant.

#### Thesis Prospectus Cover Sheet

Completed upon the GRC's acceptance of a thesis prospectus. Copies of this form must be filed with the Graduate School, your Major Professor, and the Departmental Administrative Assistant.

#### Certification of Final Examination Form

Completed upon successful completion of the Oral Defense of a thesis or professional paper. Copies of this form must be filed with the Graduate School, your Major Professor, and the Departmental Administrative Assistant.

#### Scholarship Application

For those interested in departmental scholarships.

#### Graduate Assistantship Application/ Graduate Teaching Assistantship Application

For those interested in Graduate Assistantships and Graduate Teaching Assistantships.

### *Timeline and Check List*

#### **In your first semester . . .**

1. Schedule a "welcome appointment" with a member of the history faculty
2. Familiarize yourself with the degree plan requirements described in this handbook and in the Graduate Catalog
3. Choose a major professor and begin a conversation about possible research topics for your thesis or professional paper

4. Declare a degree plan and submit the completed Master's Degree Plan form to your major professor
5. Take applicable courses that meet the requirements of your degree plan. Research Methods in Government must be taken within your first year of study. For Public Affairs track students, Introduction to Public Affairs should be taken within your first 3 semesters of study in the M.A. program.

**After 12 hours of graduate study . . .**

1. Work with your major professor to develop a Graduate Research Committee (GRC). Invite faculty members to be on your GRC. Submit the completed Graduate Research Committee Composition form.
2. Work with your major professor to identify a focused topic for your thesis or professional paper
3. Write a thesis or professional paper prospectus
4. Submit your thesis or professional paper prospectus to your major professor
5. Revise your prospectus and resubmit it to your major professor as needed
6. Once it is approved by your major professor, submit your prospectus to the GRC
7. If you are writing a thesis, obtain departmental and Graduate School approval for your prospectus.
8. Complete the Thesis or Professional Paper Prospectus Cover Sheet

**After the prospectus has been approved by all parties . . .**

1. Write the thesis or professional paper

2. Submit a draft of the thesis or professional paper to your major professor
3. Revise your thesis or professional paper and resubmit it to your major professor as needed
4. Once it is approved by your major professor, submit your thesis or professional paper to the GRC

**After the thesis or professional paper has been approved by your major professor . . .**

1. Schedule a date for the Oral Defense
2. Defend your thesis or professional paper
3. If your defense is successful, complete the Certification of Final Examination form
4. Submit your thesis or professional paper to the Graduate School
5. Bind your thesis or professional paper and provide copies to the Department and your major professor

**Six months before your expected graduation date . . .**

1. Meet with your major professor to ensure that you have met all degree plan requirements
2. Ensure that you apply for graduation and meet all deadlines established by the Graduate School