

# Graduate Handbook

## M.A. Degree in History

Department of  
History & Government

Texas Woman's University

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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 history 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 history, 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 professional historians with expertise in the social, cultural, and economic history of North America, Latin America, and Europe. The department also features an excellent Oral History Program. 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, 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 the past resonates with graduate course offerings that emphasize the historical experiences of women, men, and children of varied races, ethnicities and socio-economic backgrounds. In addition, the department's graduate program in history challenges students to further develop critical and analytical thinking skills through close interaction with primary source materials and historiographic interpretation.

## *A Conversational Model of Graduate Education*

Graduate work in history 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 historical sources. 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 common conversation with historical and historiographic materials.

## *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 History 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 overall academic record clearly should reflect the ability to pursue advanced study, conduct research, and write effectively in the field selected.
2. The applicant is expected to have at least a 3.25 GPA in the last 60 hours of undergraduate work or in previous graduate work.
3. The applicant is expected to have at least 12 hours of upper-division undergraduate or graduate work in History.
4. Applicants are required to submit a professional writing sample demonstrating research in History - this could be a paper prepared for a class.
5. Applicants are required to submit a current curriculum vitae listing names, addresses and emails of three professional references
6. The appropriate director of graduate studies may, under exceptional circumstances, recommend applicants who do not meet the above prerequisites at the time of application for provisional admission.

### *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 majoring or minoring 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.

Instructions for application are on the Financial Aid webpage. A link is located on the department website on the Scholarships page. Scholarships may be granted in any semester when funds are available. Scholarship winners will be announced in the spring semester. The deadline to submit scholarship applications is March 15<sup>th</sup> of each year.

### *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 History 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 history:

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

At least 9 hours in U.S. History courses

At least 3 hours in Non-U.S. history

HIST 5033 Research Methods in History (3 hours)

HIST 5993 Thesis (6 hours)

12 additional graduate hours in history of your choice

30 TOTAL HOURS

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

At least 9 hours in U.S. History courses

At least 3 hours in Non-U.S. history

HIST 5033 Research Methods in History (3 hours)

HIST 5973 Professional Paper (3 hours)

18 additional graduate hours in history of your choice

36 TOTAL HOURS

The department offers a **Public History option** combining historical training, including course work in public history, with a dynamic internship experience in a museum, historical archive, and other sites of public history. In this option, the archival work undertaken during and after the internship may provide the basis for a student's professional paper.

##### **M.A. Public History Option**

At least 9 hours in U.S. History courses

At least 3 hours in Non-U.S. history

HIST 5033 Research Methods in History (3 hours)

HIST 5903 Introduction to Public History

HIST 5936 Internship (6 hours)

9 additional graduate hours in history of your choice

HIST 5973 Professional Paper (3 hours)\*



## 36 TOTAL HOURS

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

### **M.A. Combined History & Government Option**

At least 9 hours in U.S. History courses

At least 3 hours in Non-U.S. history

HIST 5033 Research Methods in History (3 hours)

3 additional graduate hours in history of your choice

18 additional graduate hours in Government

HIST 5973 Professional Paper (3 hours)\*

39 TOTAL HOURS

*\* In the Public History and Combined History and Government options, a thesis may be substituted for the professional paper.*

### *Degree Plan Requirements*

1. All degree plans require students to have a minimum of 9 hours of graduate study in U.S. History. The department strongly encourages students to take at least 1 course from the following three content areas:
  - 17<sup>th</sup> or 18<sup>th</sup> century U.S. history (1600-1800)
  - 19<sup>th</sup> century U.S. history (1800-1900)
  - U.S. history since 1900 (1900-present)Students may choose from a variety of U.S. courses offered on a regular basis.
2. All degree plans require students to have a minimum of 3 hours of graduate study in Non-U.S. History. Students may choose from a variety of U.S. courses offered on a regular basis.
3. All degree plans require students to take the course: HIST 5033: Research Methods in History. Please note that this course is only offered every 12-18 months.
4. All degree plans require students to take three hours of professional paper preparation or 6 hours of thesis preparation if writing a thesis.
5. The Public History Option requires students to take the course: HIST 5093: Introduction to Public History. Please note that this course is only offered every 12-18 months.
6. No grade lower than B can be counted toward the completion of a degree plan.

7. Students may take up to 6 hours of internship credit in the completion of a degree
8. Students may take up to 6 hours of independent study credit in the completion of a degree.
9. 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.

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

## *Course Offerings*

### **Course Offerings: U.S. History**

All graduate students in the department must take a minimum of 9 hours of U.S. History. The department strongly encourages students to distribute their U.S. History courses among the following areas of research: courses in 17<sup>th</sup> or 18<sup>th</sup> century U.S. History, courses in 19<sup>th</sup> century History, and courses in U.S. History since 1900. The following list of recently-offered courses is designed to demonstrate the depth and range of the program. Course offerings change on a semester basis. For an updated list of course offerings, see the most recent edition of the Graduate Catalog.

#### **Courses in 17<sup>th</sup> or 18<sup>th</sup> century U.S. History**

Colonial America in an Atlantic World  
Everyday Life in Early America  
Religion in an Atlantic World, 1450-1763  
The American Revolution  
HIST 5903: Special Topics in Colonial American History

#### **Courses in 19<sup>th</sup> century U.S. History**

Jefferson to Jackson  
The Gilded Age  
Texas Biographies  
Age of Jackson  
Early National Period  
American Frontier  
The Mississippi River: History, Culture, & Law (travel course)  
Native Americans: History, Culture, and Law  
The Civil War: History, Culture, and Law  
Populists: The Agrarian Revolt  
Age of Industrialization: History, Culture, and Law (travel course)

HIST 5903: Special Topics in Nineteenth Century History

**Courses in U.S. History since 1900**

Rock and Roll: History, Culture, and Law (Travel Course)

Civil Rights: History, Culture, and Law

U.S. in WW II

The Vietnam War: History Culture, and Law

Between the Wars

Progressives

Progressive Biographies

Cold War History, Culture, and Law

War, National Security, and Civil Liberties

Post 1945 U.S. History

Aviation, Space, and American Society

HIST 5903: Special Topics in 20<sup>th</sup> Century History

**Course Offerings: Non-U.S. History**

All graduate students in the department must take a minimum of 3 hours of Non-U.S. History.

The following list of recently-offered courses is designed to demonstrate the depth and range of the program. Course offerings change on a semester basis. For an updated list of course offerings, see the most recent edition of the Graduate Catalog.

**Courses in Non-U.S. History**

Renaissance and Reformations

History of France

British Culture and Politics (Travel Course)

Latin American Studies

Slavery in the Americas

Modern Global Issues and Trends

Irish History

HIST 5903: Special Topics in Non-U.S. History

**Course Offerings: Additional Courses**

The department also offers courses that do not meet the requirements for U.S. or Non-U.S. courses – but may be taken as electives. Course offerings change on a semester basis. For an updated list of course offerings, see the most recent edition of the Graduate Catalog.

**Additional Courses**

Oral History Methods

Introduction to Public History

Internships

Independent Study Courses

The National Park System: History, Culture, and Law (travel course)

Immigration History

## *Internships*

Up to six hours of internship credit may be counted towards a degree. The Public History option requires 6 hours of internship related to public history. 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 history 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 history 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. Paul Travis** specializes in 19th century U.S. history with interests in environmental, rural, agricultural, family history, museum studies, and historic preservation.

**Dr. Lybeth Hodges** specializes in frontier North America, Commonwealth and English history, modern global issues and trends, and Medieval Europe.

**Dr. Kate Landdeck** specializes in 20<sup>th</sup> century U.S. history with interests in the Great Depression, World War II, modern U.S. history, oral history, and aviation history. Dr. Landdeck is director of the department’s Oral History Program.

**Dr. Jake Blosser** specializes in colonial American and early modern European history with emphases in cultural and religious history, popular culture, and the history of the book.

**Dr. Sara Fanning** specializes in Latin American, Caribbean, and African-American history with interests in migration, race, nation-building, and U.S. and Latin American/Caribbean relations.

#### *Declaring a Degree Plan*

Students must provide the Graduate School with a completed Master's Degree Plan form at least one semester in advance of graduation. The degree plan is completed in consultation with your major professor.

### *Taking Courses*

All degree plans require students to take the course, Research Methods, 9 hours of U.S. History, and 3 hours of Non-U.S. History. Within the required fields of U.S. and Non-U.S. History, you may choose any applicable course(s). The department strongly encourages students to distribute their U.S. History courses among the following areas of research: courses in 17<sup>th</sup> or 18<sup>th</sup> century U.S. History, courses in 19<sup>th</sup> century History, and courses in U.S. History since 1900. In the Public History option, students are required to supplement these requirements with the course: Introduction to Public History and 6 hours in internship. If you have questions regarding the placement of a course in a particular required field, you may ask the department chair.

## 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 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, TWU historian. The other member may be a full-time tenured, or tenure track, historian 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 course work, you should consult with your major professor to identify potential GRC members. You should meet individually with each potential GRC member.

### *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. 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.

## 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.

### *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.

### *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 primary sources 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 spending extended time with primary source collections. 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 a thesis or 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 (historiographic essay) 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 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 then 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. If your project does involve human subjects you must submit paperwork on how you will protect these subjects through the Institutional Review Board. 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 history is *The Chicago Manual of Style*, 15<sup>th</sup> 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 the GRC Chair has approved a draft of the thesis or professional paper, 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 of the Graduate School deadlines. 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 her or his 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:

1. The professional paper's title page
2. A signed Certification of Final Examination form.

## *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. The student is responsible for providing the Graduate School with a completed Master's Degree Plan Form at least one semester in advance of graduation.

#### 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. Take applicable courses that meet the requirements of your degree plan.

### **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 your major professor approves your prospectus, submit it 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 your major professor approves your thesis or professional paper, submit it 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 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 and have submitted a degree plan to the Graduate School.
2. Ensure that you apply for graduation and meet all deadlines established by the Graduate School.