Handbook for Graduate Students and Faculty
2015-2016

Wright State University
Department of History
370 Millett Hall
3640 Colonel Glenn Hwy
Dayton, OH 45435-0001
937-775 3110
http://liberal-arts.wright.edu/history
Introduction

The purpose of the Master of Arts program in History is to provide broad but intensive training for students who intend to pursue careers as professional historians, whether in teaching, research, or archival or historical preservation fields, or for those who desire strong historical backgrounds for other vocational or avocational objectives. The program offers opportunities for specialized study and research, but without neglecting the breadth that characterizes historical work at its best. In recognition of the fact that students' interests and goals are varied, the program provides a variety of paths, all of which lead to a Master of Arts degree in History.

The Master's Degree Programs

Concentrations

Those pursuing the Master of Arts degree may choose one of four concentrations:

- Public History
- War & Society
- War & Society/Public History
- United States History

Students may elect not to choose a concentration. This choice opens up the widest range of courses for the student.

Public Historians apply their skills and knowledge outside of academic or classroom settings. The Public History Concentration is designed for graduate students who are primarily interested in careers in archival administration and/or museum management. It provides students with both theoretical and practical training in these areas.

The Public History Concentration at Wright State University integrates a traditional history curriculum with courses taught by professionals in archives, museum studies, and historic preservation; an internship; and
a capstone project leading to a Master of Arts degree in history with a concentration in public history.

The **Public History/War and Society** concentration allows students in the Public History concentration to pursue an additional specialty in the history of warfare and the impact that war has had on culture and society. This concentration will be of interest to students who intend to pursue a career in a military museum, military historical site, or military-related archives.

Both the **Public History** and **Public History/War and Society** concentrations culminate with the student creating a capstone project.

An example of a capstone project would be a museum exhibit about the Dayton, Ohio home front during the First World War.

The **War and Society Concentration** includes courses in the history of war and its impact on society and culture from the Middle Ages through the 20th century. A concentration in War and Society can be earned through the Thesis Track or the Course Intensive Track. Courses designated for War and Society can also be taken by those students not seeking a War and Society Concentration.

The **United States History Concentration** allows the student to study our nation's history in depth from the colonial period to the present. The American History Concentration can be earned through the Thesis Track or Course Intensive Track.

**Tracks**

Within the War and Society Concentration, the American History Concentration, and the general MA program there are two tracks:

The **Thesis Track** is intended primarily for those students who expect to continue graduate work or who need or desire the full range of professional experience, including intensive primary source research and extended analytical writing. It assures training in research techniques and the preparation of scholarly papers, culminating in the submission of a thesis.
The **Course Intensive Track** is intended primarily, but not exclusively, for students not expecting to pursue doctoral studies. In the Course Intensive Track a student takes two additional courses in lieu of a thesis and produces a capstone essay on a topic of his or her choosing.

**Admission**

**Qualifications for Admission:**

The candidate for admission must meet the requirements of the Graduate School, hold a bachelor's degree in history from an accredited institution, and have a minimum 3.0 cumulative grade point average, as verified by official transcripts.

In special cases, a candidate with a cumulative grade point average below 3.0 may be admitted conditionally (see the Graduate School website for details). Conditional status may be granted upon a favorable committee recommendation based on the candidate's application and an interview with the director of the graduate program. An applicant without adequate work in history may enter the program but may be required to complete additional work as prescribed by the Graduate Studies Committee.

**Application Procedures and Deadlines:**

New graduate students will be admitted in the Fall Semester of each year. Applications must be made online to the Wright State University Graduate School: [www.wright.edu/gradschool/prospect.html](http://www.wright.edu/gradschool/prospect.html)

Those applicants who are seeking financial aid should submit their applications by April 1. All other applications are due to the Graduate School by April 15.

In addition to fulfilling the Graduate School requirements, each candidate shall include a statement of goals, three letters of recommendation, and a writing sample. These will also be uploaded electronically to the Graduate School.
• The one-page statement of goals should explain what draws the candidate to graduate school and discuss his or her long-term career aspirations. It should indicate the concentration, and track if applicable, the student wishes to pursue.
• The writing sample should be on a historical topic and include complete citations (usually the writing sample comes from an advanced undergraduate history course).
• Letters of recommendation should be solicited from those who can discuss in detail the student’s academic abilities.

Please note that the Department of History does not require the Graduate Record Exam, or GRE.

A graduate student in any college of the university may take up to two 6000-level graduate history courses (6 credits) without prior approval of the Department of History. Any student desiring to take more than six credit hours of graduate history courses must secure the approval of the director of the graduate program.

Financial Aid

Graduate Tuition Scholarships

Every fall, qualifying students will be awarded Graduate Tuition Scholarships. These are granted in dollar amounts according to available funds. In the 2014-2015 academic year, the value of these scholarships is $6,257.00, which represents a large portion, but not all, of the tuition and fees for full-time graduate students.

Graduate Assistantships
Graduate Assistantships are awarded to students entering their second year of the program. 2014-2015: Graduate Assistants receive Tuition Remission plus a $8500 stipend paid in ten monthly payments of $850.

Students who receive Graduate Assistantships (GAs) are required to register for a minimum of six semester hours of graduate level courses each term and to complete 20 hours of work per week for the
department. Please note that courses numbered lower that the 6000 level will not count toward the total credit hour requirement. A GA's primary work assignment consists primarily of teaching assistance for one or more assigned faculty members. GAs must keep two hours of office hours per week. At times during the semester, when the need arises, GAs will be asked by the office to assist other faculty members, show films, help proctor exams, or administer student evaluations. GAs should check their Wright State e-mail daily to learn if such a request had been made. Graduate Assistants shall not hold another job during their year of support unless they have express permission from the director.

During the time of the GA award, students are required to continue to make satisfactory progress toward the degree, including maintaining a minimum GPA of 3.0. Failure to complete required GA duties or maintain adequate progress in the program may result in the revocation of the graduate assistantship, even mid-year.

**If you are a continuing student** preparing to enter a second year of full-time study, and wish to be considered for a Graduate Assistantship, submit the Graduate Assistantship Application Form at the back of the handbook to the department by March 1.

**Wright State-WPAFB Scholarship Program**

Individual students who are employed either as civilian workers or active-duty military personnel at Wright-Patterson Air Force Base (WPAFB), and their spouses and dependents, who wish to pursue graduate degrees at Wright State University are eligible to apply to the Wright State WPAFB Scholarship program. This scholarship provides up to $7,500 of tuition scholarship per year ($2,500 per semester) for qualified personnel and their family members who are pursuing master’s or doctoral degrees at Wright State.
To apply for the Scholarship, students must take the following steps:

1. Apply for, and be accepted into, a graduate degree program at Wright State University.
2. Fill out the online Wright State WPAFB Scholarship Application Form.
3. Provide verification of employment status (either their own, or spouse/parent’s status) at WPAFB. Verification documents can be sent to the following address:

   Graduate School
   Wright State University
   3640 Colonel Glenn Highway
   Dayton, Ohio 45435
   Attn: WS WPAFB Scholarship Program

You can learn more at:

https://www.wright.edu/graduate-school/admissions/wpafb-scholarship

Federal Student Aid (Satisfactory Academic Progress Policy)

The WSU office of Financial Aid disburses federal student aid, which is subject to standards of Satisfactory Academic Program (SAP). Students are required to demonstrate adequate progress toward the degree by meeting the so-called “67%” rule, earning 67% of their total attempted credit hours toward the degree. Temporary and Incomplete grades count against this progress, so students should carefully manage the total number of registered credit hours that they complete. Timely progress is also calculated in order to determine whether or not students are earning their degree within federal standards of the maximum timeframe required to earn the degree. For more information
on the SAP guidelines and policies related to federal student financial, please see:

http://wright.edu/raider-connect/loans-scholarships-and-grants/academic-progress.

Courses requiring permission.

Graduate classes numbered 7000 or above require departmental permission prior to registration. Permission can be acquired by contacting the graduate director. It may take 24-48 hours for the permission to be entered into the system. Once permission has been arranged, the student will receive confirmation from the department secretary.

Enrollment in 7000-level courses is capped at 15 students. Spaces in these classes can be held by contacting the department secretary, who keeps a list for this purpose.

Developing a Plan of Study

Thesis and Course-Intensive Tracks with a concentration in United States History or with no concentration

For the purposes of planning advanced courses and seminars, each student should consult the graduate director regularly. In consultation with the graduate director, each student should prepare and update a program of study form as he or she progresses in the program. This form, signed and completed, must be sent to the Graduate School at the time the student applies for graduation.

All students in the History Graduate Program will be required to take HST 7000: Graduate Methods during their first year.
Courses from Other Departments

At times courses from other departments may be taken if they are closely related to the student’s field of study and with the permission of the Director of Graduate Studies and the Graduate Studies Committee in the Department of History.

Thesis track

A student in the thesis track will take HST 7000, 12 hours of 7000-level seminars, and 12 additional hours of 6000- or 7000-level classes, for a total of 27 credit hours. A student must have a prospectus approved by a committee before he or she can register for the additional thesis credits. Once the student begins taking thesis credit hours, a grade of M (Making Progress) will be given on the transcript. When the thesis is completed and submitted to the Graduate School, the M will be changed to a letter grade, as determined by the thesis committee.

Course-Intensive Track

A student in the course intensive track will take HST 7000, 12 hours of 7000-level seminars, and an additional 18 hours of 6000- or 7000-level classes, for a total of 33 credit hours. As the student nears the end of the program, he or she will produce a final paper. The paper will be 30-40 pages long and can be an expansion of an earlier seminar paper. This paper differs from a thesis in that it does not involve extensive primary source and archival research, and the student works with a single adviser rather than a committee. The paper is usually historiographic in nature.
War and Society Concentration

Students in the War and Society Concentration can follow either the Thesis track or the Course Intensive Track. All of their classes will come from the War and Society offerings.

Thesis Track for War and Society:

HST 7000 (Historical Methods): 3 hours

7000-level courses in War and Society topics, as determined by the Director of Graduate Studies and/or the War and Society coordinator (12 hours)

6000- or 7000-level courses in War and Society topics, as determined by the Director of Graduate Studies and/or the War and Society coordinator (12 hours)

Thesis (3-6 hours)

Course Intensive Track for War and Society:

HST 7000 (Historical Methods): 3 hours

7000-level courses in War and Society topics, as determined by the Director of Graduate Studies and/or the War and Society coordinator (12 hours).

6000- or 7000-level courses in War and Society topics, as determined by the Director of Graduate Studies and/or the War and Society coordinator (18 hours).

Expanded paper from a 7000-level class or on a topic of interest.
Public History Concentration

Required Academic Core (12 hours)
Historical Methods 3
Seminars 6 Two seminars: one can be non-US history
(can also choose from Material Culture, Decorative
Arts, Readings in Oral History)
Upper Level History 3 One upper level history course
(Can select from regular history course offerings, including: Digital
History, History of Architecture - 7870)
Required Public History Core (11 hours)
HST 7500 Introduction to Public History 3
HST 7600 Introduction to Archives and Manuscripts 3
HST 7650 Introduction to Museum Administration and Collections 3
HST 7810 Public History Internship 1
HST 7900 Capstone Project 1
Advanced Public History (6 hours)
HST 7800 Advanced Archives 3
HST 7815 Records and Information Management 3
HST 7850 Archival Preservation 3
HST 7750 Museum Interpretation and Exhibits 3
HST 7700 Research in Local History 3
HST 7880 Artifact Preservation 3
Electives (9 hours)
HST 7825 Exhibit Design Technology 3
HST 7830 Special Topics in Public History (topics vary):
Historic Site Interpretation 2
HST 7820 Practica: 1 to 2 credits
Public History Professional 1
Public History Field Study 1
Students may take additional advanced public history courses electives.
Students may take electives in other departments with the permission
of the Director of Public History. The following are recommended:
URS 6300(Urban Studies) Fundraising and Grant Writing 3
URS 6340(Urban Studies) Non-profit Management 3

Please note: Program of Study forms for each of the above
programs can be found in the appendix of this handbook.
Guidelines for Thesis Students and Faculty

Defining the Thesis

A student working on a thesis must recruit a committee consisting of the thesis director (who serves as chair of the thesis committee) and at least two other members. The professors who sit on the committee should be working in fields related to the student’s thesis topic. It is permitted to have one member of the committee from outside the History Department if the particular thesis would benefit from such expertise.

The Thesis Proposal or Prospectus

During the first two years of a student’s program he or she will take a combination of 7000-level seminars (at least four) and 6000-level classes. During this process it is important to consider the content of the proposed thesis project and to get to know professors in the department who work in that area. During this process the student should contact three people to serve on his or her thesis committee, discuss with them the nature of the project, and find out if they are willing to serve on the committee. The student should have already taken courses with these professors so that they are familiar with the student’s work. One of these people will act as the thesis director.

A student will need to have the tools to do primary source research on the thesis topic. If a foreign language is required, then the student must have reading proficiency in that language. If the student does not, taking classes in that language should be considered. It is possible to take 3000-level language classes as 5000-graduate level classes for graduate credit. Language classes do not count for the history degree, but will enhance a résumé and make sophisticated research possible.

Before a student may sign up for thesis credit hours, the course work must be near completion and a committee must formally approve a thesis proposal. By the final semester of coursework, the student should have a committee together and the prospectus should be well underway.
Writing a proposal is a basic part of the historian's profession. We do it for grant money, for prospective publishers, and for each other. A good proposal will include:

1. A brief introduction to the topic with a statement of the working hypothesis.
2. A literature review, i.e., a review of the work of other scholars who have written on similar topics, with an explanation of how this thesis will contribute to, or challenge, existing work.
3. A discussion of the primary sources to be used, where they are located, and how they will contribute to the thesis.
4. A discussion of the methodology to be used.
5. Working bibliography.

Once the thesis director believes that the proposal has merit, the student will meet with the other committee members to discuss the project. This should take place towards the end of the student's last semester of coursework and before thesis credit is to be earned. When the proposal is approved, the student may sign up for thesis credits.

Make sure your committee has time to read your work. The thesis proposal should be made available at least two weeks before the committee meets. The committee date should be set at least one week before the meeting.

When the proposal is approved, the student can register for 3-6 hours of thesis credit. Until the thesis is finished, a grade of M will appear on the transcript for these credits.

**The Thesis Defense**

A finished thesis is usually 70-120 pages long. The introduction should include a statement of the problem, a review of the literature, and a discussion of the sources. The rest of the thesis involves the narrative or analytical discussion of the topic, with a conclusion to wrap the ideas
up. All Master’s theses will be written in accordance with *Chicago Manual of Style* guidelines.

According to the instructions of the thesis advisor, the student will submit portions of work in progress to the advisor and/or committee members for review and comment. When the thesis writing is in its final stage, the student will arrange a thesis defense with the committee. The defense is open to the public. The time and place of the defense will be announced to the History Department and the university community. The student may also invite friends and colleagues to the defense. During the defense the student will give a brief summary of key conclusions, after which members of the committee will ask questions about the topic. At the end the chair will entertain questions from the audience. The defense should take about an hour.

Students must be registered for at least one graduate credit hour during the semester in which they defend the thesis.

**Timetable for the Thesis Defense**

The completed thesis will be made available to the committee no later than the ninth week of the semester of graduation. The defense should be held no later than the 13th week of the semester of graduation, although the department recommends that it be held earlier if possible. Again, the date for the defense should be set one week before the meeting.

After the defense the student has 30 days to make any recommended final changes. The Graduate School no longer accepts hard copies of the thesis. The signed approval page must be submitted to the Graduate School along with the Program of Study Sheet. Wright State University archives all Master’s theses electronically via Ohio LINK (Ohio Library and Information Network). After the final post-defense revisions are complete, students need to submit the thesis in pdf format along with an **unsigned** copy of the thesis approval page to:

https://etdadmin.ohiolink.edu
Before making the final submission, an electronic form of the thesis can be forwarded to Lisa Lewandowski in the Graduate School Office for a format check. An electronic copy of the thesis should be given to the History Department. All M grades accumulated during the process of writing the thesis must be changed to letter grades.

It is the student's responsibility to remain aware of deadlines and requirements from the Graduate School, and to acquire all of the necessary signatures for the final documents. The Graduate School requires that students register for at least one credit hour of graduate credit in the semester that they plan to graduate. Students should prepare the final approved copy of the thesis in close consultation with the Thesis and Dissertation Handbook available at:


For the final copy, students should prepare all necessary documentation to support the text in the thesis, including an abstract, lists of acronyms, non-English terms, lists of tables, figures, graphs, and/or illustrations. It is also customary for students to prepare an acknowledgements section for the final version of the thesis as well. Students who have received a scholarships, award, or grants to assist the research should acknowledge this aid in this section.

**Grade Expectations**

A student receiving a final course grade of C more than once will be placed on academic probation and will be required to appear before the History Department graduate studies committee to justify his or her continued participation in the program. Upon review of the student's progress, the graduate studies committee may dismiss the student from the program.

**Incomplete Grades**

At times, situations may arise that cause a student to require time beyond the semester to complete required coursework for a particular class. In these cases, students should approach the instructor to request
a grade of Incomplete. If the faculty member is in agreement, the student and the instructor will sign a contract for an Incomplete, stating the agreed deadline to complete the required work. Students should approach the faculty member no later than two weeks prior to the end of the course to request consideration, unless there is an emergency situation that warrants otherwise. Faculty allow incompletes on a case-by-case basis. The decision to granting an incomplete is solely at the discretion of the faculty member. If the work is not completed by the time period stipulated, the I becomes an F. Before the student applies for graduation, all incomplete grades must be cleared from the academic record.

**Graduation Policies and Procedures**

To apply for graduation, the student must submit the application form to the Graduate School, along with the $35.00 graduation fee. At this time the student must submit a completed Program of Study form signed by the student and Program Director to the Graduate School by the end of graduating semester as part of the approval process. Graduation application forms can be found at:

[www.wright.edu/graduate-school/academics/graduation](http://www.wright.edu/graduate-school/academics/graduation)

In order for the Department to approve a graduation application, we will seek the approval of the student’s thesis or project director. Before the program approves a graduation application, all holds on student records must be removed, all temporary grades (including Incompletes) must be rectified, and the Program of Study form must be completed and signed.

Wright State University has two commencement ceremonies (December and May). Students who complete the degree requirements in Summer and Fall may participate in the December ceremony; those completing in Spring may participate in the May commencement. Applications should be submitted according to the following schedule set by the Graduate School – applications may be submitted in advance of the date indicated for the anticipated completion date. (The deadline for filing each term will be the last business day of the second week of the semester.)
Anticipated Graduation Date: December 2015

Filing Deadline: September 11, 2015

May 2016

Filing Deadline: January 22, 2016

History Department Faculty

Christopher Beck: Medieval Europe, Mediterranean world.
Susan Carrafiello: Modern Europe, Italy and France.
Arvind Elangovan: South Asia, Modern India, social theory.
Awad Halabi: Modern Middle East, European colonialism in the Middle East.
Carol Engelhardt Herringer: Modern Europe, Great Britain, gender, religion.
Paul Lockhart: Military history, Early Modern Europe.
Noeleen McIlvenna: Colonial America, Early United States.
Kathryn Meyer: East Asia, China, Japan, organized crime.
Christopher Oldstone-Moore: Modern Europe, British Empire, gender.
Sean Pollock: Imperial Russia, Soviet Union, Modern Europe.
John Sherman: Latin America, Mexico.
Drew Swanson: American history, environmental history, American South, public history.
Roy Vice: Early Modern Europe, Reformation, Germany.
Jonathan Reed Winkler: United States, foreign policy, military history.

Adjunct Faculty

Dawne Dewey: Head of Special Collections and Archives, WSU
Jill Krieg: Associate Curator of Anthropology, Dayton Society of Natural History.
Glenn Harper: Regional Director for Ohio Preservation, Ohio Historical Society.
John Al Luchin, Jr.: Registrar, National Museum of the US Air Force
John Luchin III: Chief, Exhibits Division, National Museum of the US Air Force
Mary Oliver: Director of Collections, Dayton History
Gino Pasi: Archivist, Special Collections and Archives
Toni Vanden Bos: Archivist, Special Collections and Archives
Chris Wydman: University Records Manager, WSU
### Graduate School  Program of Study

#### Department of History

**Student's Name/Last, First, Middle**

**LIBERAL ARTS**
- College

**HISTORY-THESIS**
- Department or Program

**HISTORY**
- Major

**Major Number**

**UID**

**Entrance Exam/Name, Score**

Projected Completion Date

Degree Sought: (check one) X M.A.  _M.B.A._  _M.S._  _M.A.T._  _M.Ed._  _M.S.T._  _M.Mus._

Thesis Required:  _X Yes_  _No_

### PLANNED GRADUATE PROGRAM CONCENTRATION

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**Student**

**Major Advisor**

**Committee Member**

**Committee Member**

**Committee Member**

**Program Director or Department Chair**

**Date**
Graduate School  Program of Study

LIBERAL ARTS
College

HISTORY-COURSE INTENSIVE
Department or Program

HISTORY

33

Major
Major Number

Projected Completion Date

Degree Sought: (check one)  

X M.A.  M.B.A.  M.S.  M.A.T.  M.Ed.  

M.S.T.  M.Mus. Thesis Required  Yes  X No

Foreign Language Requirement (specify)

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Student

Major Advisor

Department Chair or Program Director

Date
WRIGHT STATE UNIVERSITY
Graduate School
Program of Study

Student's Name/Last, First, Middle

UID

Entrance Exam/Name, Score

Projected Completion Date

Degree Sought: (check one)  


Thesis Required  

Yes  X No

Foreign Language Requirement (specify)

PLANNED GRADUATE PROGRAM

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Required Credits 38

Student

Major Advisor

Program Director or Department Chair

Committee Member

Committee Member

Committee Member

Date
I HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER MY SUPERVISION BY ENTITLED BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF Master of Arts.

(Type name)
Thesis Director

Carol Herringer, Ph.D
Department Chair

Committee on Final Examination

Type Name of committee member here

Type Name of committee member here

Type Name of committee member here

Robert E.W.Fyffe, Ph.D. Vice President for Research and Dean of the Graduate School
I HEREBY RECOMMEND THAT THE COURSE INTENSIVE FINAL PROJECT PREPARED UNDER MY SUPERVISION BY ENTITLED BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF Master of Arts.

__________________________
Project Director

__________________________
Carol Herringer, Ph.D
Department Chair
Department of History
Application for Graduate Assistantships

Return to:
History Department
Wright State University
370 Millett Hall
Dayton, OH 45435

Personal Information:

Name: ________________________________

Program of Study: Circle one:

Public History    Thesis Track    Course Intensive Track

Graduate GPA: ______

Please submit the following:

1. Personal statement. Attach a personal statement that briefly discusses your current progress in the graduate program, and your plans and expectations for the coming year. Evaluate in what ways an appointment as Graduate Assistant will affect your plans for next year.

2. Letter of Recommendation. Use the form on the next page to request a letter of recommendation from a faculty member other than the Program Directors. Alert them to the March 1 deadline.
Department of History
Application for Graduate Assistantships

Return to:
History Department
Wright State University
370 Millett Hall
Dayton, OH 45435

CANDIDATE: FILL OUT THE TOP PART OF THIS FORM AND THEN GIVE THE FORM TO YOUR RECOMMENDER

Candidate Name: __________________________________________

(Circle one and sign): I hereby waive do not waive my right to read this letter

Signed: __________________________________________ Date: __________

TO THE RECOMMENDER: The candidate named above has applied for a graduate assistantship in the Wright State University History Department. Your response can help us make an informed decision about his/her candidacy. Use the space below, or attach a letter, in which you indicate your interaction with the candidate. Please assess the candidate's academic achievement and professional qualities.
Department of History
Tuition Scholarship Application

Return to:
History Department
Wright State University
370 Millett Hall
Dayton, OH 45435

Please type or print
Date Submitted: ___________

Name: ____________________________________________

First  Middle/Maiden  Last

Address: ____________________________________________

Street  City  State  Zip

College/University  Dates attended/from/to  Degree  Date awarded  Major

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Undergraduate GPA: ______

Please acknowledge the following:

I am submitting an application to the Wright State Graduate School (which includes three letters of recommendation, college transcripts, a personal statement, and a writing sample).

I recognize that tuition scholarships are awarded for students engaged in full time study in the history department masters program.

Your Signature ____________________________  Date ____________