



GRADUATE HANDBOOK

The online version of the Graduate Handbook represents the most current version of the requirements for the degree programs of the Department of History. Students are encouraged to check the site frequently for up-to-date information.

go.wayne.edu/historygrads

2019-2020



Department of History

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*Please note that the online version of the handbook is always the most up to date, and supersedes the printed version in case of any discrepancy.

INTRODUCTION

Wayne State University, a nationally ranked research institution located in Detroit, Michigan, is one of fifteen institutions of higher learning that serve a diverse urban population and have a specifically urban mission. As nationally and internationally recognized scholars in their fields, our History faculty is committed to providing quality teaching and involved mentorship to graduate students. Our graduate program focuses on American history and the history of early modern and modern Europe, with supporting fields in World, African, and Latin American history and a core of topical specializations, including labor and urban history, citizenship studies, women's and gender history, and the history of science and technology. We offer training in public history and archival administration, access to world-class archival repositories and cultural institutions devoted to historical study, and opportunities for a wide range of internships.

The Department of History offers programs leading to the degrees of Master of Arts (M.A.), Master of Arts in Public History (M.A.P.H.), and Doctor of Philosophy (Ph.D.) as well as certificates in World History and in Archival Administration and joint degrees in history and library and information science (M.A./M.L.I.S.), public history and library and information science (M.A.P.H./M.L.I.S.), and in history and law (M.A./J.D.).

Work in history is motivated by both general curiosity about the past as well as the desire to answer questions about the character of society, the origins of national or local developments, the bases of our national loyalty or group allegiance, or the sources of our identities as people and as citizens. We find these answers by researching both secondary, or interpretive, histories and, most importantly, through primary documentary research that may include, among other sources, published government studies, manuscript collections, oral histories, maps, and evidence from material culture.

Graduate education in history serves several audiences. Advanced degrees in history can help prepare students for diverse careers such as teaching positions at the secondary, community college, or university levels, government research positions, management of archival resources or historical agencies, and many other public history careers. The graduate programs of the Wayne State University Department of History also provide sufficient flexibility to serve the needs of students with career goals where an understanding of history is crucial (e.g., law and journalism) or useful (e.g., banking, criminal justice, social work, research, public policy, or publishing) or those who simply have an avocational interest in acquiring an advanced knowledge of history.

General responsibility for supervising all the graduate programs within the department falls upon its Graduate Committee, whose chair serves as the Director of Graduate Studies (DGS). The DGS administers the programs with the authority to enforce the degree/program requirements of the department, the college and the university, and to approve satisfactory completion of those requirements. For general information about admissions, financial assistance, and program requirements, students should consult the DGS or his or her delegate. The DGS will assist students in selecting individual academic advisors from among the faculty. Each student, however, will be responsible for observing all requirements established by the department, the college, and the Graduate School of Wayne State University.

Eric Ash (fall) and Tracy Neumann (winter)
Directors of Graduate Studies
2019-2020

CONTACT INFORMATION AND USEFUL OFFICES

The Department of History
Wayne State University
3094 Faculty/Administration Building
Detroit, MI 48202
Phone: 313/577-2592
Fax: 313/577-6987
Website: <https://clas.wayne.edu/history>

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ad5247@wayne.edu

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Gayle McCreedy

Academic Advisor
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ab3697@wayne.edu

Professor Aaron Retish

Coordinator, World History Bridge Certificate
(313) 577-2525
ar6561@wayne.edu

Professor Kimberly Schroeder

Director, Archival Administration Program
313-577-9322
ag1797@wayne.edu
Website: <https://sis.wayne.edu/certificates/archival-administration.php>

Office of Graduate Admissions

5057 Woodward Ave., Ste. 6000
(313) 577-3577
Website: <https://wayne.edu/admissions/graduate>

The Graduate School

5057 Woodward Ave., 6th floor
(313) 577-2170
Website: <https://gradschool.wayne.edu>

College of Liberal Arts and Sciences

Graduate Office

2155 Old Main
(313) 577-3117
Website: <https://clas.wayne.edu>

Office of International Students and Scholars

Welcome Center, Ste. 416
(313) 577-3422
Website: <https://oiss.wayne.edu>

The Office of Financial Aid

Welcome Center
313/577-6648
Website: <https://wayne.edu/financial-aid/>

One Card Office

257 Welcome Center
Welcome Center
313/577-2273
Website: <https://onecard.wayne.edu/>

All: Wayne State University
Detroit, MI 48202

THE FACULTY

<https://clasprofiles.wayne.edu/department/history>

Eric H. Ash (Ph.D., Princeton University)
Early Modern Europe, Britain, Science and Technology

John J. Bukowczyk (Ph.D., Harvard University)
United States, Immigration and Ethnic History, Polish-American History, Labor

Jorge Chinea (Ph.D., University of Minnesota)
Modern Latin America, Latino and Boricua History, Labor

José Cuello (Ph.D., University of California, Berkeley)
Modern Latin America, Colonial Mexico

Elizabeth V. Faue (Ph.D., University of Minnesota)
United States, Labor, History of Women and Gender

Liette Gidlow (Ph.D., Cornell University)
United States, Political History, History of Women and Gender

Jennifer Hart (Ph.D., Indiana University)
Modern Africa, Ghana, Urban History, World History

Hans Hummer (Ph.D., University of California, Los Angeles)
Medieval Europe, Religion

Paul V. Kershaw (Ph.D., New York University)
United States, Foreign Relations, Capitalism

Marc W. Kruman (Ph.D., Yale University)
United States, Political History, Constitutional and Legal History

Janine Lanza (Ph.D., Cornell University)
Early Modern Europe, France, Labor, History of Women and Gender

Osumaka Likaka (Ph.D., University of Minnesota)
Modern Africa, Labor, Peasant Studies

Elizabeth Dorn Lublin (Ph.D., University of Hawaii)
Modern East Asia, Japan, History of Women and Gender

Howard Lupovitch (Ph.D., Columbia University)
Modern Europe, Modern Jewish History, Urban

William Lynch (Ph.D., Cornell University)
Early Modern Europe, Britain, Science and Technology

Karen Marrero (Ph.D., Yale University)
Early North America, Native American, History of Women and Gender

Tracy Neumann (Ph.D. New York University)
United States, Global Urban History, Public History

Andrew I. Port (Ph.D., Harvard University)
Modern Europe, Germany, World History

Aaron Retish (Ph.D., Ohio State University)
Modern Europe, Russia, World History, Labor

Marsha Richmond (Ph.D., Indiana University)
United States, Science and Technology, Environment, History of Women and Gender

Sylvia Taschka (Ph.D., Friedrich Alexander University)
Modern Europe, Germany

Sandra F. Van Burkleo (Ph.D., University of Minnesota)
United States, Constitutional and Legal History, History of Women and Gender

Kidada E. Williams (Ph.D., University of Michigan)
United States, African American History

Non-Departmental Historians

David Goldberg (Ph.D., University of Massachusetts), African American Studies
United States, African American History, Urban History, Labor

Jennifer Sheridan Moss (Ph.D., Columbia), CMLLC
Greco-Roman Egypt, Rome, Ancient Historiography

Leonidas Pittos (Ph.D., University of Chicago), CMLLC
Byzantium and Post-Byzantine Greece; History of Eastern Christianity

ADMISSIONS

M.A., M.A.P.H., and Ph.D. Program Admission

Earning a graduate degree is an undertaking that requires a considerable commitment of time and financial resources. The Department of History expects applicants to our graduate program to arrive well prepared to follow a rigorous course of study. For this reason, we stringently hold to application deadlines listed below:

For admission to the Ph.D. Program: February 1

**Note that Ph.D. applications are considered only once a year, for fall term admission*

For admission to the M.A. or M.A.P.H. Programs in:

Fall Term: February 1 (early decision);
May 1 (regular decision)

Winter Term: November 1

The department normally considers only those applicants whose undergraduate grade point average is at least 3.00 overall and at least 3.25 in a minimum of 18 semester credits in history and related subjects at the advanced undergraduate level. Applicants should have, or be in the process of acquiring, relevant foreign language preparation to enter the area in which they wish to study.

Applications for each program have several parts:

1. The Application Form

All applicants for the graduate program must apply online at: <https://wayne.edu/apply#fndtn-graduate>

Be certain to provide an email address for your application that you check regularly. All history department and university correspondence will be via email. When you set up your account, you may work on your application over several sessions before you submit it, so be sure to save your work.

2. The Application Fee

The application fee may be paid online with a credit card at the time the application form is submitted. Applicants also may pay by check, directly to Wayne State University.

3. Transcripts

Transcripts *from all previous colleges and universities* should be submitted to the Graduate Admissions Office. These must be official transcripts. If you are close to the submission deadline, an unofficial transcript may also be submitted directly to the History Department as a temporary substitute to ensure full consideration.

4. GRE (Graduate Record Exam) Scores

Applicants to the M.A., M.A.P.H., and Ph.D. programs must take the GRE general exam (verbal, quantitative, and analytical writing). Scores of our applicants regularly range from the 60th to the 98th percentile for the verbal and analytical writing components.

Applicants to one of the joint M.A. programs (M.A./J.D. and M.A./M.L.I.S.), if they are already students in good standing in their home departments and have a graduate GPA of 3.25 or above, may ask for the GRE requirement to be waived. Bridge Certificate students similarly may request a waiver of the GRE requirement, if their GPA in History courses is 3.25 or above.

Doctoral applicants who already have taken the LSAT or GMAT may ask to submit these scores to be accepted in lieu of the GRE.

5. Personal Statement (Letter of Intent)

Applicants must write a short statement of 2-3 pages that describes their motivation for, preparation for, and career goals in a graduate degree program in History, and outlines their proposed field of specialization (chronological, geographic, and/or topical). The statement must be uploaded to your online application. *Applicants are encouraged to take time composing and revising their statements so that they address how their intellectual and professional goals align with WSU graduate faculty, curriculum, and resources.* If the student has a particular research topic, intellectual interest, or career goal, the graduate committee can better evaluate the application materials and assist the Graduate Director in placing the student with the most appropriate advisor, should they be admitted to the program.

6. Writing Sample

Applicants should submit a sample of their writing that they feel displays their ability to write clearly and do historical research, ideally using primary sources. Typically students submit a capstone project or term paper from an advanced history class or seminar, or a class in a related field. In the case of doctoral applicants, we strongly recommend a research paper or other solid representation of your research and writing skills. This should be submitted online with your application materials.

7. Letters of Recommendation

M.A. and M.A.P.H. applicants: *2 letters* Ph.D. applicants: *3 letters*

Ideally, the letters of recommendation should come from former professors or instructors (preferably in History) who have supervised or advised your work in the recent past. Recommenders are asked to assess the applicant's research and writing skills and potential for academic success. Applicants may submit, as a second or third letter, the recommendation of a supervisor in a public history field (archives, library, or museum work), particularly for the M.A.P.H. degree.

The online application process allows you to identify those who will write your recommendations to the Graduate Admissions office, enabling them to file your letters of recommendation directly online.

Application Status

Prospective students who want to inquire about the status of their application are encouraged to contact the department academic advisor, Gayle McCreedy, at ab3697@wayne.edu or at 313 577-2592.

Additional Information on Ph.D. Program Admissions and Funding

Admission to the doctoral program is considered only once a year. The deadline for submission of all materials, including GRE scores, is February 1 for admission to the next consecutive fall term. The Graduate Committee

normally meets in mid-to-late February to consider all doctoral admissions and all graduate funding decisions. Applicants will be notified by early March of their admission status.

While attainment of an M.A. in History is not required of the doctoral applicant, it is helpful; in any case, the Graduate Committee will be looking for doctoral applicants with a strong background in history.

Those wishing to be considered for graduate assistantships or fellowships from the Department of History should indicate their interest in a separate notice submitted with their application packet. Applicants also should apply for all available funds from the Graduate School concurrently with their application to History. See the graduate school website for forms and deadlines: <https://gradschool.wayne.edu/funding>

Additional Information on Admission to Certificate and Non-Degree Programs

Graduate Certificate in Archival Administration

The graduate certificate in archival administration may be earned in conjunction with the M.A., M.A.P.H., or Ph.D. programs, or may be earned independently of any degree program. Nine of the certificate's 15 required credits can be double-counted toward another graduate degree. Applicants seeking to enter the only certificate program must file an online Application for Graduate Admission with the University Graduate Admissions Office. Decisions regarding admission to the Archival Administration certificate are made in the School of Information Sciences (SIS), where the program is housed. Applicants should contact Prof. Kimberly Schroeder, the certificate administrator, for more information. Individuals already employed in the archival field are encouraged to include a sample of their professional writing as part of their application. Students adding the certificate to an existing program must file a Change of Graduate Status Request through the Dean's Office in the College of Liberal Arts and Sciences (for master's students) or through the Graduate School (for doctoral students).

Graduate Bridge Certificate in World History

The graduate certificate in world history may be earned as part of the M.A., M.A.P.H., or Ph.D. programs, or it may be earned independently of any degree program. This certificate is designated as a "bridge" program, so that all 15 of the credits earned for the certificate may count toward a subsequent or concurrent degree program, providing a convenient "bridge" to the M.A., M.A.P.H., or Ph.D. Applicants beginning with the certificate should apply online through Graduate Admissions Office; the admissions process is handled through the History Department, and the required materials and standards are the same as for admission to the M.A. program. Students adding the certificate to an existing program must file a Change of Graduate Status Request through the Dean's Office in the College of Liberal Arts and Sciences (for master's students) or through the Graduate School (for doctoral students).

Previous Admission to a Graduate Program at WSU

Students admitted previously to a graduate-level program at Wayne State must file a Change of Graduate Status Request with the Graduate Office of the College of Liberal Arts and Sciences, instead of filing a new Application for Graduate Admission. This form may be found on the WSU Graduate School website at: <https://wayne.edu/admissions/graduate/application-types/>, or be obtained from the DGS.

In addition to the Change of Graduate Status form, applicants will also need to complete all elements of a normal graduate application to the applicable History degree program, except for the GRE. These materials should be sent directly to the DGS in the History Department.

Non-Degree Admissions

Students may be permitted to enroll in graduate courses by seeking admission on a non-degree basis. Non-degree admission is recommended for those seeking admission to the M.A. or Ph.D. program, but who cannot acquire the necessary letters of recommendation. This is often the case with second-career students who have been out of college for an extended period of time. In such cases, the candidate should formally apply as a non-degree student through the normal Graduate School Admissions process. The deadlines are the same as those for degree-seeking students, but the only required documents for a non-degree application are official copies of all previous transcripts. Should a student in the non-degree status later earn admission to the graduate program, a maximum of 9 non-degree credits may be applied toward the degree, subject to the approval of the graduate officer of the College of Liberal Arts and Sciences. While in non-degree status, students may complete up to three (3) 5000-level courses but are specifically not approved to take 6000-, 7000- (including 7830), or 8000-level courses. Students in a non-degree status are typically not eligible for financial aid.

Note: If a non-degree student seeks to enter the M.A., M.A.P.H., or Ph.D. program, and intends to use the credits earned toward their degree, they should not enroll with post-Bachelor status. Post-Bachelor credits are not graduate credits. No work earned as post-Bachelor student may ever be counted toward a graduate degree, either at Wayne State University or at another institution.

FINANCIAL SUPPORT AND ASSISTANCE

Awards Made through the Department of History

Graduate Assistantships

Teaching and Research Assistantships are available on a competitive basis. Along with other application materials, an applicant should submit a separate notice to the Director of Graduate Studies (DGS) indicating his or her interest in an assistantship. Applicants who are currently enrolled in the graduate program must submit a current transcript and a statement describing their progress toward a degree, and obtain a letter of recommendation from their advisor. Students wishing to apply for an assistantship, or to be considered for other departmental funding, must submit all materials to the DGS by February 1. In most cases, graduate assistantships are reserved for doctoral students; though master's students may occasionally receive one, pending availability.

Graduate Teaching Assistantships (GTAs)

The History Department currently awards six teaching assistantships. Because GTAs are generally eligible for renewal up to a total of three years (assuming adequate progress toward degree), the department will appoint only 1-2 new GTAs in most years. Graduate teaching assistantships include a stipend, an in-state tuition scholarship for up to 10 credit hours of graduate study per term (student must enroll in a minimum 6 credit hours), and health insurance. The current stipend for a Graduate Teaching Assistant is \$19,967. A GTA may be expected to teach, grade, proctor exams, and participate in some service activities, while enrolling in a minimum of six credits of graduate work each term. The average work expectation is roughly 20 hours per week, though this varies with the demands of the academic semester.

After the initial appointment, a GTA may be renewed annually for a total of three years. Renewal to or (re)appointment for annual funding is contingent on making adequate progress toward degree, as demonstrated by credit hours taken, cumulative GPA, and benchmarks met. At the conclusion of their third year as a GTA, graduate students may apply for an additional year of GTA support but will be considered for appointment as part of the competitive applicant pool.

Graduate Research Assistantships (GRAs)

Individual faculty members may receive awards enabling them to employ GRAs for a single 9- or 12-month appointment; these are sometimes renewed for additional years. A GRA will receive a stipend (9-month stipends begin at \$19,967), an in-state tuition scholarship for up to 10 credit hours of graduate study per term (student must enroll in a minimum 6 credit hours), and health insurance. A GRA will assist one or more faculty members with research while enrolling in a minimum of six credits of graduate work each term. The average work expectation is roughly 20 hours per week. After the initial year of appointment, a GRA may be renewed annually, dependent on continued funding.

Thomas C. Rumble Graduate Fellowship

The History Department currently has at its disposal one Rumble Fellowship for a doctoral applicant. Graduate School practices encourage the use of this fellowship to recruit and support an incoming doctoral student who has not previously studied at Wayne State. This fellowship includes a stipend of at least \$20,000 per academic year, a tuition scholarship of up to 10 hours of graduate study per term, and health insurance. Rumble Fellows must be enrolled full-time (at least 8 credits per semester). Rumble Fellows are also guaranteed funding for the subsequent

three years by the department, usually through an appointment as a GTA. Exceptional students may apply for a fourth year as a GTA, as part of the competitive applicant pool. Renewal to or (re)appointment for annual funding is contingent on making adequate progress toward degree, as demonstrated by credit hours taken, cumulative GPA, and benchmarks met. Doctoral applicants should include a separate notice with their application packet indicating their interest in the Rumble award.

The Rumble Fellowship may also be used to support an advanced doctoral student to make progress toward degree or to support the completion of the dissertation, though the department typically uses them to recruit an incoming doctoral student. Other dissertation completion fellowships and grants are available through the Graduate School and the Humanities Center.

Graduate Research Awards

The Department of History annually holds competitions for awards to support graduate research, primarily but not exclusively at the doctoral level. Funds endowed by foundations, former faculty, and alumni are dedicated to support graduate student travel to and research in archives and libraries both nationally and internationally. To be considered for any of these awards, students must submit an application letter describing proposed research project, a current c.v., and a copy of their transcript. The deadline for submission of all materials is March 1. The awards are open only to History students. Annual awards include:

Dr. Gerald R. Dreslinski Award

Annually, the History Department awards a graduate student who excels in the field of early American history an award in support of research, worth up to \$2000.

Charles F. Otis and Dr. Jeffrey L. Reider Scholarship in the History of Gender and Sexuality

Annually, the History Department awards an Otis-Reider scholarship, worth up to \$1100 in support (including travel) to a student (preferably at the graduate level) for research on the history of gender and sexuality.

Michael Patterson Memorial Endowed Research Award in African American History

Graduate students may receive an award worth up to \$1000 in research support (including travel).

Kruman-Lion Endowed History Graduate Student Award

The History Department will make an annual award worth up to \$1000 to reimburse a graduate student for expenses (including travel) incurred while conducting historical research in any field.

Alfred H. Kelly Memorial Research Award

Graduate Students may receive an award worth up to \$600 in research support (including travel) in any field.

Conference Travel Funding

Graduate students in History who are pursuing a degree (Ph.D., M.A., or M.A.P.H.) and who have a minimum 3.50 GPA in History courses are eligible to receive up to a total of \$1500 per year to present original research at regional, national, and international conferences, contingent upon the availability of departmental funds. Up to \$500 may be reimbursed for a regional conference, \$1000 for a national conference (outside the mid-west) and up

to \$1500 for an international conference. Students may also apply for funding to subsidize participation in a professional workshop. Students may apply for travel funding in more than one year, but there is a lifetime cap of \$4500 for doctoral students and \$1500 for master's students (again, contingent upon the availability of funds).

To apply for conference travel funds, graduate students should submit (via email) digital copies of the following items to the DGS:

- 1) A copy of the student's abstract or proposal for the paper or poster presentation;
- 2) A copy of the conference presentation acceptance notification;
- 3) A short budget estimating expenses, including conference registration, transportation, lodging, and meals;
- 4) The name of the student's faculty advisor;
- 5) If the conference organization offers any travel funding for graduate students, the student must apply for it and provide evidence of having done so (e.g., a copy of the confirmation e-mail).

Requests for funding must be submitted in advance of any presentation, and ideally within two weeks of receipt of the conference presentation acceptance notification. Requests submitted after an actual presentation will not be considered. Payment will take the form of reimbursement after the conference and will require recipients to provide the DGS with a signed W-9 form, original receipts, a Google Map printout (if making any claim for mileage reimbursement), and copies of both the front cover of the conference program and the page listing the student's presentation. (NB: GTAs do not need to submit a W-9, as they are already registered in the system.)

Awards Made through the College or Graduate School

Students applying for funding through the Graduate School should first visit their website at <https://gradschool.wayne.edu/funding> for application forms and more information about each funding source.

Graduate Professional Scholarships (GPS)

Wayne State University annually offers Graduate-Professional Scholarships to qualified applicants pursuing graduate degrees in any University program. *Both current and incoming students are eligible.* This award may not be held concurrently with any other awards and may not be held by full-time employees of WSU, but applicants may hold a job outside the University concurrently with the award. The GPS is offered only to full-time graduate students, and provides a scholarship for up to 10 credits of in-state graduate tuition per semester; recipients must enroll in a minimum of at least 6 credit hours per semester. The deadline for GPS applications is March 1.

Dean's Diversity Fellowships (DDF)

The Dean's Diversity Fellowship is designed to recruit new doctoral students to Wayne State University; it cannot be awarded to continuing students. The fellowship covers three academic years during which fellows have no service requirements. The fellowship includes a living allowance of \$27,500 and tuition of up to ten graduate credits per term, as well as subsidized medical, dental, and vision care insurance. After the initial three years, funding is provided for two additional years through the Department, usually through a GTA appointment. Fellows must be enrolled full-time (at least 8 credits per semester). The award is by departmental nomination only, and nominations are limited to minorities, women, persons with disabilities or individuals from cultural, linguistic, geographic and socioeconomic backgrounds who otherwise would not be adequately represented in the doctoral program.

King-Chavez-Parks Future Faculty Fellowships

This fellowship is designed to support doctoral students who intend to pursue a full-time teaching position in a postsecondary institution in Michigan within one year of receiving their doctorate. This fellowship provides an annual stipend for one year. KCP fellows are eligible to reapply for additional years of support up to three years or a maximum of \$35,000 over a three-year period. A student may receive this Fellowship in addition to other awards. An applicant must be a United States citizen or permanent resident and be a member of an underrepresented minority in the field of History. Application for the KCP Fellowship should be made directly to the Graduate School.

Graduate School Thesis/Dissertation Research Support

The Graduate School has a grant program for WSU graduate students to defray expenses necessary to the completion of approved thesis or dissertation research. Please note that expenses must be approved before the related research activity begins. Costs associated with preparation of the thesis or dissertation manuscript itself are not allowable under this program. Eligibility is limited to doctoral candidates who are engaged in dissertation research and master's candidates involved in thesis research. Awards are limited to a maximum of \$1,000 for dissertation research and \$500 for thesis projects. Matching support from the student's department is required. Eligibility is restricted to one award per student per degree. Funds from the Thesis/Dissertation program must be expended within six months from receiving the funds. Applications are available through the Graduate School.

Summer Dissertation Award

The Graduate School annually holds a competition for Summer Dissertation Awards for advanced Ph.D. students. The Fellowship period covers the months of June, July and August and provides summer support to recipients while they work full-time on their dissertations. Consideration will be given to Ph.D. candidates who have an approved prospectus on file and anticipate defending their dissertations within the academic year following the Fellowship period. The application requires the signed endorsement of the dissertation advisor, confirming that the student has sufficient resources and faculty support to conduct full-time dissertation work during the summer. The most recent Annual Review must also be included in the application. Former recipients of a Summer Dissertation Fellowship are ineligible. Application deadline: early December.

The Humanities Center Doctoral Dissertation Fellowship

The Humanities Center offers this fellowship each year to a doctoral student in the final stages of writing his or her dissertation, and have his or her dissertation outline and prospectus approved by both the dissertation committee and the Graduate School, and must have completed all requirements for the degree except the dissertation by the October application deadline to be eligible for this fellowship. The fellowship offers a \$15,000 stipend. Student recipients of the fellowship are required to present a paper at a colloquium sponsored by the Humanities Center. This fellowship is distributed across an eight-month period beginning in January.

Munich Fellowships

Master's and doctoral students whose research in History is centered in Germany should consider applying for a Munich Fellowship. The Graduate School sponsors one annual competition, which provides tuition for one year of study at the University of Munich plus a monthly stipend for 10 months that is designed to support a single student's normal living expenses. Students must demonstrate both written and oral competence in the German language to qualify for this fellowship.

Women of Wayne Alumni Association Scholarships

Women graduate students who are enrolled part-time may receive a one-course-per-term tuition scholarship through this association. There are two scholarships, the Federation Scholarship and the Women of Wayne Scholarship, which are both administered through the Women of Wayne Alumni Association. See the association for application deadlines at 441 Ferry Mall, 313/577-2300.

Raven Scholarship for Archival Administration Students in History

History students enrolled in the Archives Administration certificate may receive a tuition scholarship to defray some of the costs for their Archives Practicum. Two awards annually. For further information, contact the History Department.

M.A. Scholarships for AGRADE students

This scholarship is for AGRADE students who are making the transition to their Master's-only year of study; applicants must have been enrolled in AGRADE as undergraduates. They must be in either their first or second semester of Master's-only coursework, be enrolled in at least 3 credits, and have a GPA of at least 3.0. The scholarship covers up to 4 credits of in-state graduate tuition for two consecutive semesters. Students already receiving graduate funding (e.g., GPS scholarship, or a GTA-ship) are not eligible. Application should be submitted through the graduate school website.

Graduate School Master's Scholarships for Recruitment or Retention

In an effort to recruit, retain and support students engaged in master's studies, this scholarship is available to master's degree-seeking students who demonstrate financial need. The scholarship covers up to 4 credits of in-state graduate tuition for two consecutive semesters. Students already receiving graduate funding (e.g., GPS scholarship, or a GTA-ship) are not eligible. Application should be submitted through the graduate school website.

Rules for GTAs, GRAs, and Fellowship Recipients

All recipients of graduate teaching or research assistantships, recruitment fellowships, diversity fellowships, or Rumble fellowships must comply with university rules limiting additional work assignments for pay at the University or elsewhere during the fall and winter semesters. Those rules require obtaining written consent from the DGS in History and from the Graduate School prior to accepting any additional assignment. Funded graduate students must also pay strict attention to their progress toward degree, including the timely completion of degree benchmarks and the achievement of candidacy status. Doctoral students may endanger their continuing financial package if they do not complete their qualifying exams on schedule. GTAs and GRAs should also consult the GEOC union contract, which is the final word regarding any question involving graduate employment status at WSU: <https://www.geocwsu.com/resources>.

Other Sources of Financial Assistance

External Funding

Many opportunities for external grants and scholarships for graduate study are available from public and private institutions. Students should consult the Graduate School's website for external funding opportunities:

<https://gradschool.wayne.edu/funding/external>. They should also consider registering for Pivot, a database of external funding possibilities available for free to WSU students and faculty:

<https://research.wayne.edu/development/external-funding>

In some cases the Graduate School may offer funding incentives to apply for external awards; see their website:

<https://gradschool.wayne.edu/awards/incentives>

The American Historical Association also maintains a list of available grants and awards. Consult their website:

<https://www.historians.org/awards-and-grants>

The WSU Office of Student Financial Aid (OSFA)

The purpose of this office is to assist students who do not have sufficient personal or family financial resources to attend the university. OSFA's programs are designed to assist graduate as well as undergraduate students who are enrolled in degree programs and attending WSU full-time. Loans and employment opportunities are available for eligible graduate students. To apply for federal need-based financial aid programs, students should contact the OSFA well in advance of their anticipated needs. See their website: <https://wayne.edu/financial-aid/>

MASTER'S PROGRAM IN HISTORY (M.A.)

Attainment of the M.A. requires mastery of selected historical fields and a demonstrated ability to do research in primary sources in the original languages. The department expects all of its M.A. students to locate and classify historical evidence, to interpret that evidence, and to synthesize it in written and oral formats.

Fulfillment of all requirements for the M.A. usually involves two years of full-time study. Students must complete all requirements for the M.A. degree within six years. The six-year period begins with the end of the first semester during which the student has taken work that applies toward meeting the degree requirements.

Degree Requirements

For the M.A. degree in history a total of 35 graduate credits is required. At least 30 credits must be taken in history, and at least 24 credits must be taken at Wayne State University. The DGS has the authority to evaluate and accept as many as 11 credits transferred from other institutions (in accordance with Graduate School regulations) and to approve the selection of cognate courses from other departments, where appropriate. Students pursuing the graduate certificate in archival administration in conjunction with the M.A. should note that nine of the fifteen hours required for the certificate may be counted toward their degree, which means that a total of 41 credits is required to earn both. For a consolidated list of specific benchmarks, please consult [Appendix A](#).

Students in the M.A. program must maintain a B or better (3.0) GPA. *Students who receive a C+ or lower in two courses will be terminated from the program automatically.* Students must demonstrate, through their annual report, consistent progress toward degree.

HIS 7830 (Methods and Research in History) and HIS 7832 (History Practicum) are required of all M.A. students. Students must apply in writing to the graduate director for exemption; the approval of the student's advisor is required. HIS 7830 should normally be taken in the first fall semester of enrollment in the M.A. program; HIS 7832 in the following winter semester. Students must pass each class with a grade of B or better to progress in the program.

With the advice and consent of their advisor and the graduate director, M.A. students will elect to pursue one of two plans (Plan A requires an M.A. thesis, HIS 8999, Plan B requires an M.A. essay, HIS 7999). Students may switch from one plan to another only with the consent of their advisor and of the graduate director.

Fields of Study

All students must complete the requirements for a major and minor field of study appropriate to the plan that they select, chosen from the following list of fields:

Geographical:

Early America (to 1877)
United States since 1877
African American
Medieval Europe
Early Modern Europe
Modern Europe
Modern East Asia
Latin America
Modern Middle East
World/Global

Topical:

Citizenship Studies
Constitutional and Legal History
Gender, Women, and Sexuality
Immigration and Ethnic History
Labor History
Native American History
Science, Technology, and the Environment
Urban History

Plan of Work for the M.A. Degree

Admission to Candidacy is a requirement for all students pursuing a master's degree. Admission to Candidacy is achieved by filing a plan of work in the Dean's Office of the College of Liberal Arts and Sciences. Students must file a plan of work by the time they have earned 12 hours of credit. Students who do not file a plan of work in a timely manner will have a hold placed on their registration by the college. When the plan of work is successfully completed and approved by the department and the college, the student is admitted to candidacy for the degree.

The first step in filing a plan of work is to choose major and minor fields of study, in consultation with one's advisor. Students should obtain a plan of work form from the College of Liberal Arts and Sciences website (<https://clas.wayne.edu/students#masters>), and an unofficial transcript printed from Academica (<https://academica.aws.wayne.edu>).

When filling out a plan of work, students should first list all of the courses they have taken thus far, in chronological order. The rest of the plan of work should list courses the student intends to take to complete the required 35 credits for the degree, understanding that not all proposed courses may be offered in that time period and substitutions will most likely be made along the way. The goal is for a student to formulate a feasible plan to complete their degree in a timely fashion, in consultation with their graduate advisor. Students should consult with their academic advisor and/or the DGS for assistance in filling out the plan of work. Once students have met with their advisor and the plan of work is approved, a clean paper copy, with student's and advisor's signatures, should be submitted to the DGS along with a transcript. The DGS must then approve and sign the plan, and will send it on to the college.

Students transferring credits from another institution also will need to file a transfer credit form and official transcript in addition to the plan of work.

Plan A:

Students must take at least 27 credits of regular course work, and write a thesis (HIS 8999, for a total of 8 credits). At least three courses must be in the major field of study and at least two courses in the minor field. Apart from thesis direction, students must complete at least five courses numbered 7000 and above*, including 7830, 7832, and two 8000-level seminars, or their equivalent. Students pursuing Plan A must select the major and minor fields in consultation with their advisor and indicate these on their Plan of Work.

CLAS establishes deadlines regarding thesis submission and defense, and master's students must adhere to them; however, advisors may also impose earlier deadlines at their discretion. Thesis advisors have primary responsibility for approving the content and style of Master's theses. However, the thesis manuscript format – margins, spacing, pagination, page layout, parts and their order – must conform to Graduate School specifications. Approval of the manuscript format by the Graduate School is a degree requirement. For information about manuscript approval, please visit <https://gradschool.wayne.edu/masters/thesis>. All other degree-related functions are performed by the Dean's Office of the College of Liberal Arts and Sciences.

Plan B:

Students must take at least 32 credits of regular course work and write an essay (HIS 7999, for 3 credits). At least four courses in addition to HIS 7999 must be in the major field of study and at least three courses in the minor field. Apart from essay direction, students must complete at least five courses numbered 7000 and above*, including 7830, 7832, and two 8000-level seminars, or their equivalents. Students pursuing Plan B must select the major and minor fields in consultation with their advisors and indicate these on their Plan of Work. Master's essays do *not* need to be submitted to the Graduate School for format checks, but they must meet departmental requirements. All degree-related functions are performed by the Dean's Office of the College of Liberal Arts and Sciences.

**Note: Directed Study (History 7990) will count toward the 5 courses only if it exceeds 2 credit hours.*

The Thesis (Plan A) or Essay (Plan B)

An essay or thesis should ideally be of publishable scholarly quality. It must include a bibliography and a clear indication of where the research fits into the scholarly literature (historiography). It should be based upon exhaustive research in the secondary literature and should make extensive use of published primary sources as well as readily available archival materials. The essay or thesis may begin as a seminar paper, but the student must show evidence of significant further work and thought. A thesis typically ranges from 80 to 120 double-spaced pages, exclusive of notes and bibliography. An essay typically ranges from 35 to 50 double-spaced pages, exclusive of notes and bibliography. In some cases, a suitable digital history project involving a comparable amount of work may be substituted for an essay, with the prior approval of the student's advisor and the DGS.

Plan A students must file a Master's Thesis Outline Form at the beginning of the thesis work, when registering for HIS 8999. The form can be accessed at: <https://clas.wayne.edu/students#masters>

The approved manual for style and form (footnotes, bibliography, etc.) is *The Chicago Manual of Style*, most recent edition. In addition, a thesis must conform to the requirements in the Graduate School's thesis and dissertation format templates, and an essay must conform to the requirements in the College of Liberal Arts and Sciences

Guidelines for the Master's Essay. For information about manuscript approval, please visit <https://clas.wayne.edu/students#masters>.

Student Status Report

M.A. students are strongly encouraged to file an annual status report with their advisors, detailing the past year's progress toward degree and the meeting of benchmarks, including filing the plan of work, taking the required methods and research and practicum courses (HIS 7830 and 7832), and enrolling in and successfully completing the two required 8000-level seminars. The status report also includes information on student research and progress toward the final project (thesis or essay). The annual status report may be initiated, during its first year, by either the advisor or the student. Ideally it will be shared and discussed between advisor and student in a scheduled advising session.

Role of the Advisor and Second Reader

The M.A. essay or thesis is written under the direction of a student's advisor and evaluated by the advisor and, in a supporting role, a second reader. *A student writing a thesis or an essay must consult frequently with his or her advisor and discuss the student's research and writing progress, even when he or she is not registered for courses.* The student and the advisor should also select the second reader who will also evaluate progress on the thesis or essay. Normally, the student should do some academic work and discuss the thesis or essay with the second reader, and the second reader should have an ongoing relationship with the student's thesis or essay. *The student should expect to write multiple drafts of their thesis or essay, responding to the critiques, queries, and suggestions of their advisor and the second reader.* The advisor and second reader will evaluate the M.A. thesis or essay and will indicate final approval (at the oral examination) by signing the title page.

The Oral Examination

An oral examination is the final step before the M.A. degree is awarded. The examination of M.A. students will be scheduled for one hour and will concentrate on the thesis or essay. Immediately prior to the formal beginning of the examination, in the absence of the student, the advisor and the second reader will determine the order and allotted times for each questioner. After the examination, and in the absence of the student, both readers will confer. Both readers must approve the thesis or essay for the student to pass. The student will then be informed orally of the results immediately after the examination. In addition, the advisor will communicate the decision to the DGS on the final report form, available from CLAS at <https://clas.wayne.edu/students#masters>

If the student fails the examination, he or she should consult the advisor to discover the cause of failure; and, if it is deemed advisable, a second (and last) examination can be scheduled after six months have elapsed. Students and advisors should be aware that it is their obligation to arrange for the examination well in advance of the deadlines for graduation established by the graduate school. The student must have the final draft of the thesis or essay in the hands of each member of the examining committee at least 10 days prior to the date of the examination. The oral examination will be scheduled only at the discretion of the student's advisor.

MASTERS PROGRAM IN PUBLIC HISTORY (M.A.P.H.)

Attainment of the M.A. in Public History (M.A.P.H.) requires mastery of an area of specialization (“track”), a demonstrated ability to do research in primary sources, and an ability to interpret history for popular audiences. The department expects all M.A. students to locate and classify historical evidence, to interpret that evidence, and to synthesize it in written and oral forms.

Fulfillment of all requirements for the M.A.P.H. usually involves roughly two years of full-time study. Students must complete all requirements for the M.A.P.H. degree within six years. The six-year period begins with the end of the first semester during which the student has taken work that applies toward meeting the degree requirements.

Degree Requirements and Tracks

A minimum of 33 graduate credits is required for an M.A.P.H. At least 24 credits must be taken at Wayne State University. The graduate director has the authority to evaluate and accept as many as 9 credits transferred from other institutions (in accordance with Graduate School rules) and to approve the selection of cognate courses from other departments, where appropriate.

All M.A.P.H. students are required to take HIS 7835 (Public History: Theory and Method), HIS 7855 (History and Memory), HIS 7998 (Internship in Public History), and HIS 7999 (Master’s Project). Students must apply in writing to the graduate director for any exemptions. Students must pass these courses with a grade of B or better to progress in the program. Students will also complete a methodology course and at least 18 elective credits in whichever M.A.P.H. track they select. For a consolidated list of specific benchmarks, please consult Appendix A.

Students in the M.A.P.H. program must maintain a B or better (3.0) GPA. Students who receive a C+ or lower in two courses will be terminated from the program automatically. Students must demonstrate, through their annual report, consistent progress toward degree.

The M.A.P.H. degree offers six different tracks from which students may choose a curriculum that best fits their interests and future career plans:

- Museum Studies
- Public Policy
- Cultural Resource Management
- African American History and Culture
- Gender, Sexuality, and Women’s Studies
- Labor and Urban History

The specific course requirements and elective course possibilities for each track can be found on the History Department’s website, “MAPH Curriculum”: <https://clas.wayne.edu/history/grad/ma-public-history/curriculum>.

Plan of Work for the M.A.P.H. Degree

Admission to Candidacy is a requirement for all students pursuing a master's degree. Admission to Candidacy is achieved by filing a plan of work in the Dean's Office of the College of Liberal Arts and Sciences. Students must file a plan of work by the time they have earned 12 hours of credit. Students who do not file a plan of work in a timely manner will have a hold placed on their registration by the College. When the plan of work is successfully completed and approved by the department and the College, the student is admitted to Candidacy for the degree.

The first step in filing a plan of work is to choose a track, in consultation with their advisor. Students should obtain a plan of work form from the College of Liberal Arts and Sciences website (<https://clas.wayne.edu/students#masters>), and an unofficial transcript printed from Academica (<https://academica.aws.wayne.edu>).

When filling out a plan of work, students should first list all of the courses they have taken thus far in chronological order. The rest of the plan of work should list the courses the student intends to take to complete the required 33 credits for the degree, understanding that not all proposed courses may be offered in that time period and substitutions may have to be made. Students are encouraged to consult with their advisor and/or the DGS for assistance in filling out the plan of work form. Once students have met with their advisor and the plan of work is approved, a clean paper copy, with student and advisor signatures, along with a transcript, is submitted to the DGS, who will send it on to the college (CLAS).

Students transferring credits from another institution also will need to file a transfer credit form and official transcript in addition to the plan of work form.

The Master's Project (Plan B only)

All M.A.P.H. students must complete a Master's Project (HIS 7999) for 3 credits. Students will develop a project in consultation with their advisor. Possible projects include: a museum exhibit (with catalogue), a finding aid for a manuscript collection, a historical walking tour (with printed guide), a documentary film script, a draft publication for a public audience, a website development plan, etc. Projects should be of professional quality, and demonstrate the student's ability to synthesize primary and secondary sources to interpret history for a popular audience. The Master's Project may begin as a class project or as part of an internship, but the student must show evidence of considerable additional work and development. Projects must meet departmental requirements, and be approved by the student's advisor and a secondary reviewer from among the History faculty. All degree-related functions are performed by the Dean's office of the College of Liberal Arts and Sciences.

The Internship

All M.A.P.H. students are required to complete a 3-credit, 135-hour internship (HIS 7998) that gives them the opportunity to gain professional experience relevant to their track. It is the student's responsibility to identify and secure an internship, though their advisor may be able to assist in suggesting possibilities. More information and a list of requirements for the internship can be found in the WSU Department of History Internship Handbook.

The Portfolio

M.A.P.H. students are required to create a professional portfolio as part of their degree requirements. This must contain two components: a traditional portfolio submitted as a single PDF file, which will be used to assess progress in the program; and a companion website, which will showcase the student's work for potential employers. Students may use any digital format and host they prefer. "Reclaim Hosting," designed for Humanities students, is a cost-effective choice with full installs of many of the platforms students are likely to use in their courses, such as WordPress and Omeka. Students who do not wish to make their website publicly available may elect to keep the site private and share it only with their advisor and secondary reviewer; however, it is hoped that the portfolio and website will assist the student in finding post-degree employment.

Students typically begin compiling portfolio materials in HIS 7835 (though they should begin earlier if they do not take the course in their first term) and add to it over the course of their entire academic program. The goal is to assemble materials to use in seeking employment in one's chosen field. All portfolio components must be submitted to the student's advisor and secondary reviewer with the Master's Project. The portfolio is an individualized document, and in consultation with the advisor, students should include examples of the work they believe best represents their skills and abilities as a public history practitioner, with an eye toward seeking future employment in their chosen field.

The traditional portfolio must include:

1. Cover page and Table of Contents
2. Resume (which should include a link to the website)
3. Précis of Master's Project
4. Internship Report
5. Summaries of two informational interviews, one completed in HIS 7835 and one completed the semester in which the Master's Project is submitted
6. A 5-7 pp. reflective essay on the theoretical and methodological underpinnings of the student's area of specialization that explores how they conceptualize their role as a public historian. The essay should not be an account of coursework or what was learned in the program. Instead, students should approach the essay as an opportunity to reflect on the field of public history in general and one's area of specialization in particular.

The companion website should incorporate the following elements in some way, but how this is done is up to the student and advisor to determine and may vary widely:

1. An "About Me" section (posting a photo is recommended but not required); students should consider linking to professional social media accounts, such as LinkedIn
2. Resume (which may be inclusive of some of the information listed in items 3-8)
3. A description of the student's Master's Project (if it is a digital project, the student should link to it or incorporate it into the site)
4. Products from internships or class projects (i.e., photos of exhibit panels, a copy of a National Register nomination, a public policy brief)
5. Brief descriptions of and links to any digital projects to which the student has contributed
6. Links to and/or summaries of published work
7. Links to and/or summaries of grant applications to which the student has contributed
8. Any other information that showcases the student's professional abilities as a public history practitioner, including projects that were not part of the one's academic program (i.e., consulting work, volunteer work, projects completed before beginning the M.A.P.H. program)

Student Status Report

All M.A.P.H. students are strongly encouraged to file an annual status report with their advisors, detailing progress toward degree and the meeting of central benchmarks, including filing the plan of work, taking the required methods classes, completing the internship, and enrolling in and successfully completing the required seminar. The status report also includes information on student research and progress toward the Master's Project. The annual status report may be initiated, during its first year, by either the advisor or the student. Ideally it will be shared and discussed between advisor and student in a scheduled advising session.

Role of the Advisor and Second Reviewer

The Master's Project is produced under the direction of a student's advisor and evaluated by the advisor and, in a supporting role, a second reviewer. *A student working on a Master's Project must consult frequently with his or her advisor and discuss the student's progress, even when he or she is not registered for courses.* The student and the advisor should also select the second reviewer who will also evaluate progress on the thesis or essay. Normally, the student should do some academic work and discuss the project with the second reviewer, and the second reviewer should have an ongoing relationship with the student's project. *The student should expect to produce multiple revisions of their project, responding to the critiques, queries, and suggestions of their advisor and the second reviewer.* The advisor and second reviewer will evaluate the M.A. Project and will indicate final approval (at the oral examination) by signing the cover page.

The Oral Examination

An oral examination is the final step before the M.A.P.H. degree is awarded. The examination will be scheduled for one hour and will concentrate on the Master's Project and Portfolio. Immediately prior to the formal beginning of the examination, in the absence of the student, the committee (made up of the advisor and the second reviewer) will determine the order and allotted times for each questioner. After the examination, and in the absence of the student, the committee members will vote. Two votes are necessary for the student to pass. The student will then be informed orally of the results immediately after the examination. In addition, the committee will communicate the decision to the DGS on a form provided by the department.

If the student fails the examination, he or she should consult the advisor to discover the cause of failure; and, if it is deemed advisable, a second (and last) examination can be scheduled after six months have elapsed. Students and advisors should be aware that it is their obligation to arrange for the examination with the DGS well in advance of the deadlines for graduation established by the graduate school. The student must have the final project in the hands of each member of the examining committee at least 10 days prior to the date of the examination. The oral examination will be scheduled only at the discretion of the student's advisor.

COMBINED J.D./M.A. PROGRAM

Admission

The combined J.D./M.A. Program leads to the simultaneous receipt of a J.D. from the Law School and an M.A. from the Department of History. Students who have successfully completed their first year at the Wayne State Law School may apply to the Department of History for admission to the J.D./M.A. program by filing a Change of Graduate Status Request, found on the College of Liberal Arts and Sciences website:

<https://clas.wayne.edu/students#masters>. The student will also have to submit all normally required M.A. application materials directly to the DGS, with the exception of the GRE scores.

An undergraduate major in history is not a prerequisite for the joint degree. The Department, however, may refuse admission to or require special non-credit preparation from students with insufficient preparation in history. Interested students should confer with the coordinators of the program.

Core Requirements

HIS 7830	Methods and Research in History	3 credits
LEX 8336/HIS 8050	Seminar in U.S. Legal and Constitutional History	3 credits
LEX 7123/HIS 7160	American Constitutional History to 1857	3 credits
Or		
LEX 7124/HIS 7170	American Constitutional History after 1857	3 credits
HIS 8005	Seminar in American Historiography	3 credits
Or		
HIS 8310	Seminar in World History	3 credits
HIS 7999	Master's Essay Direction (Plan B required)	3 credits

History and Law Electives

A total of 19 credit hours of electives must be taken. No more than eight of these credit hours may be in law courses. Such courses must include heavy concentrations of historically grounded or history-related material (e.g., Jurisprudence or English Constitutional History). The remainder of electives shall be in history. Because the Law School may credit some of the non-law credit hours toward the J.D. degree, a student may be able to complete his or her combined J.D./M.A. program, including the required essay, in one semester beyond the time usually required to complete the J.D. alone.

For further information on the program, students should contact the joint-degree advisor, Prof. Sandra Van Burkleo, and/or the DGS.

JOINT M.A./M.L.I.S. DEGREE PROGRAM

Students in this joint program will earn both an M.A. degree in History and a Master's degree in Library and Information Science (M.L.I.S.) from the School of Information Sciences. Graduates of the program benefit from the joint preparation in history and information sciences and increase their job market potential. Students are prepared to enter a new workforce with the skills to appraise and describe historical records, create websites, and preserve electronic documents. Upon successful completion of this program students will obtain both an M.A. in History and an ML.I.S. in 57 credits, rather than the 71 credits it would take for both degrees if done separately (14 credits are double-counted).

Applicants to this program must be admitted to both the School of Information Sciences and Department of History master's degree programs. In most cases, students first gain admission to one program, and then apply to the other during their first year of study. Students already in the M.L.I.S. program who wish to apply to the M.A. program must file a Change of Graduate Status Request, found on the College of Liberal Arts and Sciences website: <https://clas.wayne.edu/students#masters>. The applicant will also have to submit all normally required M.A. application materials directly to the DGS, with the exception of the GRE scores, which are waived. Admitted students must complete the required courses for both programs in order to graduate.

Students interested in the archival field may also elect to complete the Archival Administration Graduate Certificate in conjunction with the joint degree program. To earn this certificate, students must complete the required 15 credits, 9 of which can be counted toward the joint degree, for a total of 63 credits altogether.

History Requirements

In History, students will complete 28 hours of History credits and 7 hours of INF credits:

Required History Courses (6 credits):

HIS 7830	Methods and Research in History	3 credits
HIS 7999	Master's Essay Direction	3 credits

Elective History Courses (22 credits), including:

A minimum of 3 History courses in major field

A minimum of 2 History courses in minor field

A minimum of 4 History courses altogether at the 7000 level or above (exclusive of 7830 and 7999)

At least one 8000-level History seminar

Elective INF Courses (at least 7 credits)

Total: 35 hours of study for MA History degree (7 of which are in INF classes)

Library and Information Science Requirements

In INF, students will complete 29 hours of INF credits and 7 hours of History credits:

Required INF Courses (18 credits):

INF 6010	Introduction to the Information Profession	3 credits
INF 6080	Information Technology	3 credits
INF 6120	Access to Information	3 credits
INF 6210	Organization of Knowledge	3 credits
INF 7040	Library Administration and Management	3 credits

- Or, for students in the School Library Media Specialization:

INF 7310	School Library Media Programs	3 credits
INF 7996	Research for the Information Profession	3 credits

Elective INF Courses (11 credits)

Elective History Courses (7 credits)

Total: 36 hours of study for the M.L.I.S. degree (7 of which are in HIS classes)

Total credit hours for both programs: 57 (14 credit hours double-counted)

Plans of Work:

Once admitted, students should consult a graduate advisor in each school to complete a Plan of Work; *separate plans must be filed for each degree.*

JOINT M.A.P.H./M.L.I.S. DEGREE PROGRAM

Students in this joint program will earn both an Master's degree in Public History (M.A.P.H.) and a Master's degree in Library and Information Science (M.L.I.S.) from the School of Information Sciences (SIS). Graduates of the program benefit from the joint preparation in public history and information sciences and increase their job market potential. Students are prepared to enter a new workforce with the skills to appraise and describe historical records, create and maintain websites, preserve electronic documents, and communicate with a public audience. Upon successful completion of this program students will obtain both an M.A.P.H. and an ML.I.S. in 55 credits, rather than the 69 credits it would take for both degrees if done separately (14 credits are double-counted).

Applicants to this program must be admitted to both the School of Information Sciences and Department of History graduate programs. In most cases, students first gain admission to one program, and then apply to the other during their first year of study. Students already in the M.L.I.S. program who wish to apply to the M.A.P.H. program must file a Change of Graduate Status Request, found on the College of Liberal Arts and Sciences website:

<https://clas.wayne.edu/students#masters>. The applicant will also have to submit all normally required M.A.P.H. application materials directly to the DGS, with the exception of the GRE scores, which are waived. Admitted students must complete the required courses for both programs in order to graduate.

Students interested in the archival field may also elect to complete the Archival Administration Graduate Certificate in conjunction with the joint degree program. To earn this certificate, students must complete the required 15 credits, 9 of which can be counted toward the joint degree, for a total of 61 credits altogether.

History Requirements

All M.A.P.H. students are required to take HIS 7835 (Public History: Theory and Method), HIS 7855 (History and Memory), HIS 7998 (Internship in Public History), and HIS 7999 (Master's Project). Students must apply in writing to the graduate director for any exemptions. Students must pass these courses with a grade of B or better to progress in the program. Students will also complete a methodology course and at least 18 credits in one of the M.A.P.H. tracks: Museum Studies; Public Policy; Cultural Resource Management; African American History and Culture; Gender, Sexuality, and Women's Studies; and Labor and Urban History (See the M.A.P.H. Program section above for the specific course requirements of each track). For students in the joint degree program, elective credits should be taken from among approved INF courses included as part of the M.A.P.H. curriculum. Students may then double-count eight of those credits as M.L.I.S. electives.

Required M.A.P.H. core courses (15 credits):

- HIS 7835 Public History: Theory and Method (3 credits)
- HIS 7855 Memory and History (3 credits)
- HIS 7998 Internship in Public History (3 credits)
- HIS 7999 Master's Project (3 credits)
- Methods Elective must be selected from among INF 7700 Oral History (3 credits), INF 7710 Archival Administration (3 credits), and INF 7440 Scripting (3 credits) and would be double-counted as an INF elective.

M.A.P.H. Track requirements (18 Credits)

- Core course (3 credits)
- History seminar (3 credits)
- History electives (6 credits)
- Public History electives (6 credits); students in the joint degree program must select two from among a variety of INF elective courses, to be chosen in consultation with your M.A.P.H. advisor. Such courses may include:
 - INF 7420 Website Development (3 credits)
 - INF 7450 Digital Imaging (3 credits)
 - INF 7710 Archival Administration (3 credits)
 - INF 7730 Administration of Audio Visual Collections (3 credits)
 - INF 7740 Archives and Libraries in the Digital World (3 credits)
 - INF 7770 Oral History (3 credits)
 - INF 7780 Description and Access for Archives (3 credits)
 - INF 7885 Administration of Historical Agencies (3 credits)

Total: 33 hours of study for M.A.P.H. degree (8 of which are from INF classes)

School of Information Sciences Requirements

In the M.L.I.S. portion of the program, students are required to complete at least two History courses. Students may double-count the History seminar and any HIS electives taken as part of the M.A.P.H. program track to fulfill their M.L.I.S. History elective requirement.

Required INF Courses (18 credits):

- INF 6010 Introduction to the Information Profession (3 credits)
- INF 6080 Information Technology (3 credits)
- INF 6120 Access to Information (3 credits)
- INF 6210 Organization of Knowledge (3 credits)
- INF 7040 Library Administration and Management (3 credits)
- INF 7996 Research for the Information Profession (3 credits)

Elective INF Courses (12 credits); students should use INF electives to fulfill the M.A.P.H. methodology and public history elective requirements.

Elective History Courses (6 credits)

Total: 36 hours of study for the M.L.I.S. degree (6 of which are from HIS classes)

Total credit hours for both programs: 55 (14 credit hours double-counted)

Plans of Work:

Once admitted, students should consult a graduate advisor in each school to complete a Plan of Work; *separate plans must be filed for each degree.*

GRADUATE BRIDGE CERTIFICATE IN WORLD HISTORY

Wayne State University offers a graduate bridge certificate in world history. The certificate provides a unique graduate-level credential in world history, an area of growing demand at both the secondary and post-secondary levels of education. The certificate program is especially suitable for history and social studies teachers, and teachers in training, to learn the field of world history and gain the ability to survey regional histories and transnational themes crucial to teaching world history successfully. The department also welcomes students pursuing a graduate degree in history or other disciplines and professionals interested in adding this credential to their resume. A Graduate Bridge Certificate allows students to incorporate all 15 credits of their coursework for the certificate into the History M.A. program, whether they are concurrently enrolled in an M.A. program or decide to enroll in one after completing the certificate.

Students pursuing the Bridge Certificate as a stand-alone program may not be approved for federal student assistance, and students in this track should plan to secure their own funding. Refer to the Office of Student Financial Aid for any queries about eligibility.

Admission

Students must hold a baccalaureate degree from an accredited college or university, possess a grade point average of 3.0 or higher, and demonstrate at least a 3.25 grade point average in a minimum of 18 semester credits in history and/or related subjects at the advanced undergraduate level. Admission to this program is contingent upon admission to the Graduate School; for requirements, see the Graduate School website (<https://wayne.edu/admissions/graduate/admission-requirements/>).

Certificate Requirements

Students must complete 15 credit hours in History for the World History certificate with the following distribution:

Core Course

HIS 8310	Readings in World History	3 credits
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Elective Courses

12 credit hours of courses in a continental distribution with at least one course chosen from three of the following areas: Africa, Asia, Latin America, Middle East, and Europe. One topical course with a transnational focus (i.e. citizenship, constitutional history, history of feminism, immigration and ethnic history, international relations, labor, and urban) may be taken in lieu of one in the continental distribution.

Students must maintain a minimum 3.0 GPA and complete the Certificate within three years. A list of courses that may be used to fulfill certificate requirements may be found in Appendix B. For more information, contact the DGS and/or the certificate coordinator, Professor Aaron Retish.

GRADUATE CERTIFICATE IN ARCHIVAL ADMINISTRATION (AAC)

The Department of History and the School of Information Sciences (SIS), offer a graduate certificate program in Archival Administration. Students who hold a baccalaureate degree from an accredited college or university may apply for admission to this 15-credit program. An undergraduate major in history or library science is not a prerequisite. Prior preparation in history or humanities or in library science is desirable.

Certificate Requirements

Students must complete 15 credits for their certificate with the following distribution:

- HIS 7840/INF 7710 Archival Administration (3 credits)
- HIS 7820/INF 7780 Description and Access for Archives (3 credits)
- HIS 7685/INF 7970 Practicum in Archives (3 credits)
 - Prerequisite HIS 7840/INF 7710, plus 6 credits of AAC electives (final 3 AAC elective credits may be taken concurrently)

And two Elective Courses (3 credits each, for a total of 6 credits), from among the following:

- HIS 6780/INF 6780 Records Management
- HIS 7890/INF 7730 Administration of Audio Visual Collections
- HIS 7745/INF 7740 Archives & Libraries in the Digital World
- INF 7750 Introduction to Archival & Library Conservation
- HIS 7860/INF 7770 Oral History: A Methodology for Research
- HIS 7880/INF 7885 Administration of Historical Agencies

Students admitted to a graduate program at Wayne State University in either History or Library Science may obtain the certificate as part of their degree work. Only 9 of the 15 hours necessary to complete the certificate may be applied toward their degree program, so that 6 additional credits will be required. Effectively, this means that a student earning the certificate concurrently with a degree will complete the following: with the M.A. in History, 41 hours; with the M.A.P.H., 39 hours; with the MINF, 42 hours; with the Ph.D. in History, 96 hours. All coursework for the certificate must be completed, and the application for certificate filed, within a time limit of three years; if the certificate is combined with another degree program there is a limit of up to six years. The AAC courses must be included in the student's plan of work, and a copy of the plan of work must be submitted to SIS upon completion of 9 archival credits, with all AAC credits specified. As of Winter 2016, all archival students who have not yet taken HIS 7840 must do an e-portfolio to reflect on their learning. See <https://sis.wayne.edu/students/eportfolios/index.php> for guidelines for the Certificate E-portfolio.

For further information on the program, contact Prof. Kimberly Schroeder, Coordinator of the Archival Certificate Program.

DOCTORAL PROGRAM IN HISTORY

Attaining the Ph.D. is the culmination of the historian's academic training; the completed doctoral dissertation constitutes a genuine enlargement of our knowledge and understanding of history. Doctoral study requires mastery of selected historical fields and a demonstrated ability to conduct original research. The department expects all of its Ph.D. students to locate and classify historical evidence from original sources, to interpret the evidence, and to synthesize it in written and oral forms. Ph.D. students must be able to use research tools such as foreign languages, oral history, or statistics.

Fulfillment of all requirements for the Ph.D. usually involves at least four years of full-time study. Students ordinarily must complete all requirements for the Ph.D. within seven years. Wayne State University requires each doctoral student to complete a year's residence as a full-time student, i.e., to complete at least eight credits of graduate work, exclusive of dissertation or other research, in each of two consecutive semesters. Students should consult the Wayne State University Bulletin and the Graduate School's website for more information.

Advisor and Committee

Upon entering the program, each student will be provisionally assigned by the DGS to a faculty member who will serve as an advisor. The student should consult with their advisor early in their first semester to determine a course of study that will prepare them for qualifying examination in three fields of history, including a major field in which the dissertation will be written, as well as a second major field and a minor field of study, and also including three different skill areas outside of traditional academic history. During their coursework, in consultation with their advisor and the DGS, the student must select a qualifying exam committee and (if different) a doctoral dissertation committee. If a student wishes to change advisors or dissertation committee members after achieving candidacy, a memo must be signed by both the new and departing members, the advisor, and the DGS.

Degree Requirements

The Ph.D. program requires a minimum of 90 graduate credits beyond the B.A. degree, which must include the following:

1. A total of 60 credits of coursework, at least 51 of which must be in HIS classes. These credits must include
 - HIS 7830, Methods and Research in History (or its equivalent)
 - HIS 7832, History Practicum
 - A minimum of four 8000-level research seminars in History (or equivalent)
 - At least 15 additional credits in HIS classes numbered 7000 or above.

This total excludes credits earned in pre-candidacy research (HIS 9990) and candidacy maintenance (HIS 9995). Students with an M.A. degree in History from Wayne State may apply 32 graduate credits toward their doctoral coursework; however, for those entering with an M.A from another institution, a maximum of 30 graduate credits in History may be transferred toward the doctoral degree, at the discretion of the DGS.

2. Demonstrated competence in three different skill areas outside of traditional academic history, which may or may not involve taking specific coursework or language exams (see below).
3. Thirty credits of Doctoral Candidate Status I-IV: Research and Direction (HIS 9991-9994).

HIS 7830 (Methods and Research in History) is a course designed to provide doctoral and master's students with an introduction to relevant methods and research in History. HIS 7832 (History Practicum) is a course designed to provide doctoral and master's students with some training in pedagogy, and exposure to a variety of possible careers in History, both inside and outside of academia. Both offer crucial training and professionalization that will guide the student's development in the program and help to enhance their future career prospects. Graduate students will ordinarily take HIS 7830 in their first fall semester in the graduate program, and HIS 7832 the following winter semester. They must pass each course with a grade of B or better in order to progress in the degree program.

Applicants who are admitted to the History Ph.D. program at Wayne State who already have a masters' degree from another institution need to be evaluated in terms of their research skills and professional training. Where appropriate, the Graduate Director may waive the requirement for doctoral students to take HIS 7830, if the student has extensive research experience and professional achievement (publication or extensive internship experience). The decision to waive the requirement will be made in consultation with the student's advisor.

Doctoral Program Timeline

Full-time PhD students normally enroll in 8-10 credits per semester for up to six semesters (fewer, if entering with an M.A.), for a total of 60 credits of coursework. In this time, doctoral students complete coursework and begin to define their dissertation topic. Students may, if they have been admitted directly from a B.A. degree, choose to complete an M.A. thesis or essay as part of their coursework. As their coursework nears completion, doctoral students must prepare three qualifying exam reading lists, in consultation with their faculty advisors for each exam field, and they usually spend the summer after they complete coursework studying for their exams. Specific expectations may vary among different field advisors, but typically a major field reading list includes 70-100 different books and articles; a minor field 40-50 books and articles. Candidacy is achieved after passing the written and oral qualifying exams and assembling a dissertation committee. By the time they advance to candidacy, students should also have completed all three of their skill area competencies. After advancing to candidacy, doctoral candidates should spend no more than six months preparing a dissertation prospectus, under the direction of the advisor and other committee members.

Doctoral students are expected to hold a prospectus meeting within six months of achieving candidacy. At this meeting, the dissertation committee will advise the student, critique the prospectus, and sign the prospectus form. Once the dissertation prospectus has received the approval of the dissertation committee, the doctoral dissertation prospectus and approval form are filed with the Graduate School, along with a conflict-of-interest statement from the committee. Dissertation research and writing ideally should take no more than two to three years to complete, thus allowing students to complete their doctoral work during the initial seven years; formal time extensions are required after seven years have passed. Dissertation approval and the dissertation defense, along with formal submission of the final version of the doctoral dissertation to the Graduate School, are the final steps in the process. For a consolidated list of specific benchmarks, please see [Appendix A](#).

Plan of Work

Each student should file a Plan of Work during their first year of full-time study, but in any case before the completion of 40 program credits, including any transfer credits (students who begin the doctoral program with only a B.A. degree should file a Plan of Work after 12 credits). The Plan of Work is intended to provide the student and the advisor with an opportunity to discuss the research and career goals of the student and to ensure that the coursework adequately prepares him or her for those goals. When filling out a plan of work, students should first list all of the courses they have taken thus far, in chronological order. The rest of the plan of work should list courses the student intends to take to complete the required 60 credits for the degree, understanding that not all proposed courses may be offered in that time period and substitutions will most likely be made along the way (any

transfer credits must be listed on a separate form, intended for that purpose). The goal is for a student to formulate a feasible plan to complete their coursework in a timely fashion, in consultation with their graduate advisor. The Plan of Work and transfer credit forms are available on the Graduate School website:

<https://gradschool.wayne.edu/phd/forms>. Once the forms are completed and signed, students should submit them together with a copy of their WSU transcript (as well as previous transcripts for documenting transfer credits) to the DGS, who will send them on to the graduate school for processing. The Skill Area Competence memo should also be submitted to the DGS at this time.

Responsible Conduct of Research (RCR)

All newly enrolled Ph.D. students are required to complete a program of interdisciplinary training on the responsible conduct of research. The training is in three phases, to be completed during the academic year. Phase one requires completion of a series of online modules called the Collaborative Institutional Training Initiative (CITI). For the second phase, students must enroll in a zero-credit course GS0900, "Essential Research Practices: Responsible Conduct of Research." Students must sign up to meet once, for a full day on a Saturday early in either the fall or winter semester. There, various case studies involving ethical scenarios in different research fields will be presented and discussed in a series of workshops and break-out sessions. Finally, phase three will be provided by each student's home department and tailored to each field's specific needs and concerns (Note: In History, successful completion of HIS 7830 will fulfill this last requirement). A short essay must then be submitted through Blackboard, in order to receive a passing grade. More information on the RCR program can be found through the Graduate School website: <https://gradschool.wayne.edu/phd/research-conduct>.

Annual Reviews

Doctoral students are required to file an annual progress report (the annual review), usually during winter semester, that records meeting their degree benchmarks (including completing the RCR course, filing a plan of work, taking HIS 7830, HIS 7832, and the 8000-level seminars, taking written and oral qualifying exams, demonstrating competence in three skill areas, filing a prospectus and holding a prospectus meeting). The annual review should be discussed and signed by both doctoral student and advisor at an annual progress meeting. Annual reviews are considered a best practice in doctoral education that leads to higher degree completion rates and student retention as well as shorter time to degree. The Graduate School requires students to submit copies of the annual review in support of various applications and other procedural forms. The DGS will send out annual report forms to students; students should then make an appointment with their doctoral advisors, at which advisors will assist their students in this annual process.

Individual Development Plan (IDP)

In consultation with their advisor, doctoral students are required to create (and to update annually) an individual development plan (IDP) that describes the student's long-term career goals, and incorporates intermediate goals (such as internships, fellowship applications and conference presentations, and article and publication submissions) that are in line with the student's long-term professional development. The History PhD offers students the written, oral, and critical reasoning skills that make possible careers in local, state and federal government, museum work, archival employment, teaching and educational administration, and research and publishing, among other areas. With the support of their advisor, doctoral students should map out the skills, knowledge, and experience necessary for placement in the workforce and envision the ways in which their academic study complements and enhances professional work in a wide range of fields. Opportunities for gaining the necessary skills and experience should be part of an integrated professional development plan. The IDP must be submitted directly through the Graduate School website, which also has more information about the process:

Pre-Candidacy Research

Students who have completed the required 60 hours of coursework (including transfer credits), but are not yet ready to take their qualifying examinations, may enroll in Pre-Candidacy Research (HIS 9990). This registration allows students to continue to maintain full-time student status while studying for their exams. Students should register for the number of credits required by their financial aid (up to 8 credits a semester). Pre-Candidacy Research is limited to a maximum of 12 credit hours.

Skill Area Competence

In accordance with the department's commitment to fostering career development and diversity, each doctoral student will be required to demonstrate competence in three different skill areas outside of traditional academic historical content. The three skill areas are to be determined jointly by the student and their advisor, in consideration with the student's future research and career goals. Once decided upon, the student should compile a one-page memo identifying the skill areas, the proposed means of demonstrating competence in each, and briefly explain their relevance to the student's course of study and/or career goals. This memo must be signed by the student's advisor, and should then be submitted to the DGS along with the student's Plan of Work. Then, after the student has completed qualifying exams, a second memo signed by the student's advisor certifying completion of all three skill areas should be submitted to the DGS along with the Candidacy form.

The possibilities for skill acquisition are intentionally quite broad—they are meant to allow students considerable flexibility in tailoring the doctoral program to their individual needs and goals. Possible skill areas include (but are not limited to) foreign language study (including coursework, immersion programs and language exams), anthropology, sociology, political science, literature, urban planning, digital humanities, history communication, museum studies, non-profit management, fundraising, archival administration, oral history, statistics, grant writing, etc. Skill acquisition/competence may be demonstrated through either an exam, an internship, or successfully completed coursework in a given area. Language exams serve as one possibility, as do cognate classes in a field outside of history, though neither is necessarily required. Methods classes in non-History fields would be especially good options. In order to facilitate skills acquisition, students may count up to nine credits of non-HIS coursework toward their doctoral degrees. Students specializing in a research field outside of American History must have at least one foreign language as one of their three skill areas.

Foreign Language Exams

Doctoral students are encouraged to study other languages as research tools, as avenues for understanding the history of another culture, and as a means of communicating within the larger scholarly community (specialists in non-U.S. history must choose a foreign language for at least one skill area). For those students who choose to fulfill a skill area by passing a foreign language examination, there are two options: a 1-2 hour written translation of an approximately 500-word selection from a significantly larger amount of material (at least 100 pp.), submitted by the student in conjunction with his or her advisor (for which a non-computerized dictionary is permitted); or the two-hour standardized Graduate Foreign Language Test from Princeton (no dictionary permitted).

It has been our policy to work in conjunction with the Department of Classical and Modern Languages, Literatures, and Cultures (CMLLC) to ensure that students are supported in foreign language acquisition and in the preparation for the foreign language exam. Students are directed to Professor Michael Giordano, CMLLC, for advice and to schedule a language exam. **The CMLLC Department requires that students request scheduling early in fall semester during the year in which they plan to take the exam.**

Our agreement with CMLLC for these exams establishes that the student's advisor must approve the text (at least 100 pp.) on which the language exam is based. The student should seek advice from Dr. Giordano or the relevant language faculty on the selection of texts. Students typically have used material that includes literary texts, history books, and even historical documents such as treaties and memoirs.

Students are encouraged to make use of the resources available for foreign language study. Dr. Giordano suggests that they purchase language grammar folders available at Barnes and Noble, verb guides (*200 Spanish Verbs, 200 German Verbs, 200 French Verbs*, etc.) appropriate for their language, and, if possible, to enroll in language courses offered at WSU and other area colleges.

The Foreign Language Technology Center (FLTC) in 308 Manoogian Hall has other resources that students may access in their language exam preparation and in improving language fluency for research. These include online learning and instructional tools, which are keyed to language courses at WSU, and foreign language films. Contact Dr. Sangeetha Gopalakrishnan, Director of the FLTC, for more information.

Fields of Research and Examination

Students should prepare themselves for qualifying exams in three fields of history (see below). These will include two major fields and one minor field, at least one of which must be in a geographical field, another of which must be in a transnational field or a geographical field outside of one's area of specialization. The fields of study must be chosen from the following:

Geographical Fields (Dissertation)

North American
African American
United States (combined exam)
Early America to 1877
United States Since 1877
Europe (combined exam)
Early Modern Europe
Modern Europe
World/Global

Examination Only

Latin America
Medieval Europe
Modern Africa
Modern East Asia

Modern Middle East
Public History

Thematic/Transnational Fields

Citizenship
Constitutional and Legal
Foreign Relations
Gender, Women, and Sexuality
Immigration and Ethnicity
Labor
Native American
Science, Technology and the Environment
Urban

Written and Oral Qualifying Examinations

In accordance with Graduate School guidelines, after completing at least 50 of the 90 required credits of coursework, a Ph.D. student should begin to study for and take written qualifying examinations in three fields of study. In the Department of History, these are defined as two major fields and a minor field (one of which must be in a geographical field different from the student's dissertation field, another of which may be a topical field). The qualifying written exams are followed by a comprehensive oral examination. In the examinations, the student will be expected to demonstrate sufficient oral and written facility, and sufficient

mastery of historiography, to teach college-level courses in each of the three fields. The oral exam must be taken within 60 days of completing the written exams. For students pursuing a minor field in public history, the internship evaluation and a professional portfolio will be substituted in place of the reading list and a formal written exam.

Preparation for the qualifying exams normally takes place as a student completes their coursework, followed by a short period (often a summer) of independent reading. In consultation with the advisor and qualifying exam committee members, the student develops reading lists under the following rough guidelines: 70-100 books and related articles for each major field, and 40-50 books and related articles for the minor field exam. Some readings may be listed on more than one qualifying exam list.

Questions for each written exam will be prepared by the qualifying exam committee member supervising the history field. The final list of questions should not be provided to the student prior to the day of the exam. The written exams may be taken either in a timed format, administered within the History Department, or in a take-home format. Students opting to take the exams within the department will be placed in an unused office within the department. They will have five hours to complete each major field exam, and three hours for the minor field. There is no word limit, and while students are encouraged to make reference to specific authors and/or texts by name, they do not need to cite their sources. They will be allowed to refer to a copy of their reading list for the field in question, but may use no other aids. Students opting for the take-home format will be required to complete the exam for each field within 48 hours, and each question must be answered in no more than 2000 words, exclusive of any notes. Students may use books and notes, and may also make direct quotation from sources, but they must cite all of their sources accordingly and include a full bibliography of all sources cited. Completed take-home exams should be e-mailed back to the field advisor and the DGS, so that they can be run through Unicheck via the Canvas website. In either format, the examinations may be spaced out over a semester, or a time period not to exceed four months; and the format chosen must be the same for all three fields. A copy of the exams, with comments, will be returned to the student prior to the oral examination.

After evaluation by the committee member who prepared the field exam, the questions and answers are given to the academic advisor, who will distribute them to each member of the Qualifying Examination Committee. The student may proceed to the oral examination if he or she has passed the written exams. A student may not move on to the orals if he or she fails one written exam. After such a failure, the student must retake the exam and pass it within sixty days. The sixty-day period will then be added on to the semester period during which time the student is expected to pass all three written exams. A student who fails to pass two or more written exams on the first try will be terminated from the program.

Within one week of the successful completion of the written exams, and before the oral examination, the student should submit to the DGS a copy of the Report on Oral Examination form with the top portion completed, together with the names of the examiners, so that the DGS can verify their graduate faculty status. The advisor will make arrangements for the oral examination, in consultation with the student and other qualifying exam committee members. The oral examination shall be scheduled for no more than two hours. There will not be a second oral examination. The committee may (among other things) ask the student to defend or elaborate upon the answers given in the written exam, address questions that were not answered in the written exam, discuss how the student's intended research project fits into the current state of the historiography, and what progress the student has made in pursuing their dissertation to that point.

Detailed provisions on these matters can be found in the WSU Graduate Bulletin and on the Report on Oral Examination form.

After essentially completing their coursework, doctoral students who are preparing for qualifying exams and intend to complete them during the semester may register for HIS 9991, Doctoral Candidate Status I: Research and Direction (7.5 credits) on the condition that they complete their exams and achieve candidacy during the term. If they do not achieve candidacy, students must re-take HIS 9991. Until they have achieved doctoral candidacy, students are prohibited from registering for HIS 9992, 9993, 9994 credits (see “Candidate Status,” below).

Admission to Candidacy

Doctoral candidacy at Wayne State University is the equivalent of A.B.D. (“all but dissertation”) status, indicating that only the dissertation and its defense remains outstanding in the list of requirements for the degree. According to Graduate School rules, candidacy may be reached after the following have been completed:

1. At least 50 of the required 90 hours in the program have been completed.
(In the History Department, most doctoral students complete the entire 60 hours of coursework before taking exams).
2. A doctoral Plan of Work has been filed and approved.
3. The student has taken and passed the written and oral qualifying examinations in three historical fields.
4. The dissertation committee has been named.
5. The candidacy form has been filed.

The Candidacy Form

Once the qualifying examinations, both written and oral, have been successfully completed, students must file the Candidacy Form (available at <https://gradschool.wayne.edu/phd/forms>) before advancing to candidacy. This form names the members of the dissertation committee (all of whom must sign it), confirms the passing of the qualifying exams, and requires the student to submit an up-to-date transcript to the Graduate School. A form certifying the student’s successful completion of all three skill area competencies should also be completed and submitted to the DGS at this time.

The Doctoral Dissertation and the Dissertation Prospectus

The dissertation is a work of original historical research and writing on a topic selected by the student with the approval of his or her advisor(s). After completing one’s qualifying exams, the next step is to choose a topic, write a dissertation prospectus, and to hold a prospectus meeting with members of the dissertation committee.

The dissertation prospectus defines—in chronological, geographic, and theoretical terms—the dissertation topic. It proposes a tentative argument or hypothesis, explains the context and rationale (both historical and historiographical) for the dissertation, specifies actual and potential sources and methods, and outlines preliminary dissertation chapters. Dissertation research, interpretation, and findings may develop differently from the dissertation prospectus, but the prospectus establishes a road map to the research and clarifies the dimensions and significance of the dissertation topic.

After passing the qualifying examinations, the student must prepare and file with the Graduate School the Doctoral Dissertation Prospectus and the Prospectus Approval form, which must be signed by all members of the dissertation committee and the DGS. Along with this form, a separate Conflict of Interest form must also be submitted at the same time. Both are available through the graduate school website:
<https://gradschool.wayne.edu/phd/forms>

The dissertation committee shall consist of four members: Three professors of History, at least two of whom must be members of the WSU History Faculty (the third historian may be from another institution working in a related field or topic, though this is rare) and one committee member from another department and/or discipline (often representing one of the student's skill areas outside History; this member also may be on the faculty of another institution). At least two members of the dissertation committee must have graduate faculty status in the WSU Graduate School, including the advisor. The Graduate School reviews and must approve the selection of faculty members serving on dissertation committees from other institutions with the submission of the relevant curriculum vitae. Examples of external faculty participation are former faculty members with doctoral students completing their degrees, and faculty members from other institutions who can provide additional expertise for the doctoral student. Any change in dissertation committee membership requires Graduate School approval, and a memo must be signed by the new and departing committee members, the advisor, and the DGS.

The student must file his or her dissertation prospectus form (including the approved prospectus), along with the conflict of interest form, after completing the qualifying examinations, naming the dissertation committee, and getting the dissertation prospectus approved. Ideally, the prospectus will be completed within six months after advancing to candidacy. Each form must be completely filled out, including the signatures of all members of the dissertation committee, before it is filed with the Graduate School.

Currently (fall 2019), the Graduate School does not require students whose dissertation proposal includes the collection of oral interviews to obtain the approval of the Human Investigation Committee (HIC) prior to beginning or during their research. Students should, however, familiarize themselves with HIC guidelines (<http://research.wayne.edu/irb/>). Students also should familiarize themselves with the protocols suggested by the Oral History Association and with best practices in oral history (<http://www.oralhistory.org/>).

The Prospectus Meeting

As part of the dissertation committee's formal approval process, a prospectus meeting must be held after the student has completed and revised their dissertation prospectus, submitted it for review to the committee, and the committee has given preliminary approval to it. At that point, the full dissertation committee should meet with the student to discuss the dissertation, providing the student with supplemental comments on the prospectus and, more importantly, on the dissertation topic and research. Bringing the whole committee together at this point in the process allows for the exchange of ideas and consensus among its members on the project itself and the proposed plan for carrying it out.

The prospectus meeting is not an examination, but rather an opportunity to provide the student with additional resources and guidance as they move forward in their doctoral research. For this meeting, which should last for roughly an hour, all of the dissertation committee members should be present, either in person or through electronic media or a conference call. The advisor will preside over the meeting and facilitate discussion on research methods, sources, recent or relevant scholarship, and bodies of theory. If the advisor

(in consultation with the committee and with the input of the student) believes that the prospectus needs additional revision, he or she should inform the student at the end of the meeting. Revision should be completed in a timely fashion. The advisor will approve the final version and have the student submit the prospectus form to the Graduate Director and the Graduate School.

In most cases, the prospectus meeting should take place within six months after the student has advanced to candidacy. If the six-month deadline cannot be met, the student should submit a written request for an extension to the DGS.

Candidate Status

Each Ph.D. candidate is required to register for four consecutive semesters of Doctoral Candidate Status. Fall and winter registrations are required; spring/summer registration is optional. Students registering for Candidate Status will need to contact the Ph.D. Office of the Graduate School for registration overrides, as that office retains control of candidacy registration to better monitor progress toward degree. Students should e-mail <PhDStudents@wayne.edu> to ask for the override. To register for HIS 9991, the DGS must request the override on behalf of the student.

During each of the four terms of Candidate Status, students will be assessed tuition for 7.5 credits graduate credit. If a student completes the dissertation prior to the end of the fourth term of Candidate Status, he or she is still responsible for paying the complete 30 credits of tuition. Students registered in Candidate Status credits will be considered full time students.

The four required Candidate Status course are:

- HIS 9991 – Doctoral Candidate Status I: Dissertation Research and Direction
- HIS 9992 – Doctoral Candidate Status II: Dissertation Research and Direction
- HIS 9993 – Doctoral Candidate Status III: Dissertation Research and Direction
- HIS 9994 – Doctoral Candidate Status IV: Dissertation Research and Direction

Students who do not register for four consecutive terms of candidate status will be considered to have withdrawn from the Ph.D. program and will have to seek reinstatement from the Graduate School. Students whose serious medical problems or compelling personal problems prohibit registration for four consecutive terms may seek a leave of absence in advance from the Graduate School. Leaves will not be approved after the fact. Students may petition the Graduate School for permission to accelerate the pace of Candidate Status by taking more than one course in a single term, but students should understand that such permission is granted only rarely.

As Candidate Status credits are earned, students will receive the grade of “Y” (a deferred grade) in each term of Candidate Status. At the time of the dissertation defense, all four grades will be changed at once.

Candidacy Maintenance Status

After a student has completed the thirty hours of Doctoral Candidate Status: Dissertation Research and Direction, he or she must enroll in Candidate Maintenance Status (HIS 9995) while completing the dissertation in order to remain active in the program. By enrolling for Candidate Maintenance Status each term, students retain access to all University resources such as the library system, computer labs, and the fitness center. Students enrolled in Candidate Maintenance Status are considered to be full-time students.

Dissertation and Oral Defense

The dissertation should follow the *Chicago Manual of Style* and the Graduate School's thesis and dissertation format templates. Where the two disagree, the Graduate School's template takes precedence. The dissertation must include a full bibliography. A draft of the dissertation must be submitted to the Graduate School for approval of format according to its published deadlines. It must also be submitted to Unicheck by the DGS to verify that it is a work of original scholarship. The department strongly encourages all students preparing for the defense to take the submission of the draft seriously, because the Graduate School often requires many corrections to format. Failure to submit the draft in a timely manner could delay graduation.

When all committee members tentatively approve the dissertation, they must sign the Final Report: Dissertation Public Lecture-Defense form at least two weeks before the dissertation defense. The dissertation committee conducts the defense, chaired and moderated by the dissertation advisor (students may request the Graduate School appoint an independent faculty moderator for the defense). The dissertation defense is open to the public and must be publicized in advance to the university community. Doctoral students who are in the writing stages of their degree are especially encouraged to attend dissertation defenses to prepare for their own.

Within two weeks of passing the defense, students must submit the final corrected copy of the dissertation electronically at <https://gradschool.wayne.edu/phd/publishing>, along with all publishing and copyright fees. Students must also submit all final paperwork to the graduate school, including the final report from the dissertation defense, the survey of earned doctorates, and the online exit survey. These forms can all be found at <https://gradschool.wayne.edu/phd/deadlines-requirements>.

Graduation

At the beginning of the academic year in which they plan to graduate, doctoral students approaching defense of their dissertation and graduation should locate the graduation checklist on the Graduate School's website and check back frequently to be certain they are on track with all of the requirements. Going through the checklist early on provides an opportunity to tie up any remaining "loose ends," or file any outstanding paperwork that has been missed along the way—an all-to-common occurrence, and one that can derail a student's graduation if not handled in a timely fashion.

ADDITIONAL PROGRAM INFORMATION

Directed Studies

Directed studies courses (HIS 7990) require prior approval of the professor involved and the student's advisor; if they are for more than one credit, the DGS must sign off as well. It is department policy that such courses are normally reserved for students who have already taken the basic 5000-level courses in the field in question. They may not be used as substitutes for basic courses, nor as substitutes for seminars. The department permits a maximum of three directed studies courses at the M.A. and Ph.D. level. Special forms for M.A. and Ph.D. directed studies courses, available from the DGS, must be completed by the student and the advisor prior to the start of the term in order for the student to receive credit. These forms should describe the content and rationale of the course, and must include a reading list and a description of all written assignments and evaluations.

Enrolling in Graduate Courses at Other Public Universities

Wayne State University participates in the Michigan Intercollegiate Graduate Study program (MIGS), which allows graduate students to take courses at other Michigan public institutions that offer graduate degrees. Students wishing to take courses at the University of Michigan, Michigan State University, etc., should first speak with their advisor about how these courses will integrate into the rest of their plan of work. This program is managed by Graduate Admissions. There are forms to be filed in advance of registration and at the end of the term, both by WSU and by the other institution. Students must receive permission for the enrollment from the course instructor, his/her advisor, the Director of Graduate Studies, and the Chair of the Department of History. MIGS enrollments are limited to one semester for master's students, two semesters for doctoral students.

Additionally, graduate students may take courses at the University of Windsor through the Wayne-Windsor Exchange Program. Please remember that Homeland Security has tightened the Detroit-Windsor border significantly, so have all of your visa paperwork in order before you sign up for this. This program is managed by the Study Abroad Office.

Graduate Students also may study abroad through a variety of programs available at WSU, including the Munich Fellowship and the University of Salford Exchange Program. The Study Abroad & Global Programs Office manages these programs.

Grades

Each graduate student must maintain a B (3.0) grade point average, or he/she will be terminated from the graduate program. The department will terminate any student who receives the grade of C+ or lower in two courses during their graduate coursework. It is the responsibility of students to maintain their academic record. The Department of History cannot prevent termination based on earned grades.

Incompletes

Although Wayne State University allows students one year to make up incomplete grades ("I"), it is expected that incompletes will be made up by the end of the next succeeding term. *Any grade of "I" which is not resolved within a year will automatically turn to an "F."*

Deferred Grades

In the course of graduate study, it occasionally happens that the scope of a particular project is such that research necessarily extends beyond the end of the term. In these cases, the instructor will enter a grade of “Y,” which is a deferred grade. The “Y” is not to be confused with an incomplete, or “I” grade. Unlike an incomplete, the deferred grade does not have a time limit, and it will remain a “Y” on your transcript until such time as the course instructor changes the grade. However, the DGS may place a hold on a student's registration if, after consultation with the advisor, the DGS concludes that the student has accumulated an unwarranted number of deferred grades. Additionally, students employed as GTAs and GRAs may endanger their eligibility through the accumulation of multiple deferred grades, which often indicate a lack of progress toward degree. An accumulation of such grades may also negatively impact a student's ability to apply for other funding from within the university.

Full Time Status

WSU defines full-time status for a graduate student as enrollment in eight or more credits per semester, fall and winter terms (and for those who may need to maintain full-time status over the summer months, at least two credits during the spring/summer term). However, the financial aid office and external agencies that provide funding sometimes define their own, separate requirements for full-time status, and these may supersede other definitions. Additionally, students under contract as GTA/GRAs must enroll in at least 6 credits per semester to fulfill the terms of their contract, but they should be aware that this contractual minimum does not constitute full-time status at Wayne State and may not meet the full-time enrollment requirement of a lending institution, should they have previous student loans. *Check with the relevant administrators, and read the fine print!* If additional credits are required beyond your current course load in order to maintain your full-time student status, you may consider enrolling in pre-candidacy research credits (HIS 9990) to make up the difference. Pre-Candidacy Research is limited to eight credits in one semester, and a maximum of twelve credits cumulative.

Application for Graduation

The deadline for applying for graduation is the Friday of the fourth week of the term in which the student expects to graduate. Check the Graduate School's website for deadlines and instructions.

Time Limits and Time Extensions

The time limit for a student in the M.A. program is six years. The time limit for a student in the Ph.D. program is seven years. Should a student believe that he or she needs additional time to complete the degree beyond these limits, the student must file a time extension request (for doctoral students, application must include their most recent annual review). The Department of History and the Graduate School review all time extension requests. Approval of a time extension is not automatic. Current practice is to extend time limits only a year at a time, and it is assumed that a student will work to complete his or her degree within that extension. If a second (or third) year is required, a separate application must be submitted. It is the responsibility of the student to be in touch with his or her advisor and the DGS *well in advance of the time limit* to seek an extension—the review and approval process can take several weeks. Finally, the Graduate School has a final ten-year limit on M.A. degrees and a twelve-year total time limit on doctoral degrees. Extensions will not be granted after those limits have been reached.

Computer Lab

The Department of History belongs to a consortium of social science departments within the College of Liberal Arts and Sciences who run a semi-private computer lab located on the third floor of the Faculty-Administration Building, near the History offices on the west hallway. Graduate students in history are encouraged to make use of this facility, which includes powerful statistical tools such as SPSS as well as standard word processing and spreadsheet programs.

Professional Associations

Doctoral and Master's students are encouraged to join professional associations and present at conferences within their fields and as part of their training in the broader historical profession. The American Historical Association, the Organization of American Historians, Social Science History Association, the Association for State and Local History, the Association for the Study of African American History and American Life, the Labor and Working-Class History Association, the National Council for Public History, that National Women's Studies Association, and the Urban History Association are only a few of the organizations that provide professional support and learning opportunities. More complete information can be found on the website of these associations, and through your graduate advisor(s).

HISTORY GRADUATE STUDENT ASSOCIATION (HGSA)

The goal of the History Graduate Student Association is to assist in the academic and professional development of graduate students enrolled in the Department of History at Wayne State University. Working with the Director of Graduate Studies, who serves as the group's faculty liaison and academic advisor, the HGSA organizes professional development workshops, fundraisers, social and educational events, and provides important service to the department. This group also acts as a support system for graduate students. The association has an executive board that meets monthly, but all students are automatically made members upon acceptance to one of the department's graduate programs. Executive positions in the HGSA include President, Co-Vice Presidents of Social Affairs and Education, Treasurer, and Secretary. Elections are held each spring, allowing graduate students the opportunity to engage in leadership, networking, and administrative experience. All History graduate students are warmly encouraged to get involved with the organization!

LOCAL RESEARCH LIBRARIES AND ARCHIVES REPOSITORIES

Graduate students in history at Wayne State University have access to a variety of local research facilities, most of which are on or near the university campus.

The Wayne State University Library System includes holdings of nearly 4 million volumes and 61,000 serials, in addition to its extensive electronic resources. It is comprised of five separate units, each dedicated to a particular aspect of academic research. Purdy/Kresge Library is the primary research library for the social sciences and humanities, as well as home to several special collections, including the Leonard Simons Collection of Rare Michigan History Texts and the Florence Nightingale collection. Shiffman Medical Library possesses materials of great interest to historians of health, medicine, and the environment. The Arthur Neef

Law Library holds one of the largest academic law collections in the country, including the Damon J. Keith Collection on African American legal history. The Adamany Undergraduate Library is a center for digital research, with more than 500 computer workstations. Wayne State University is also the home to DALNET (the Detroit Area Library Network), whose digital collections include historical resources such as the Black Abolitionist Archive and the archives of the Allen Park Veterans Administration and the Michigan County Histories Collection. MEL, a Michigan-centered interlibrary loan system, also allows quick and efficient access to collections housed in academic and public libraries throughout the state.

The Library liaison for History is Cynthia Krolkowski (ac4979@wayne.edu) or (313 577-3311).

The Walter P. Reuther Library of Labor and Urban Affairs is the official repository for the records of major unions, including the United Automobile Workers (UAW), the United Farm Workers (UFW), the Service Employee International Union (SEIU), and the Industrial Workers of the World (IWW). Established in 1960 to collect and preserve the personal and organizational papers associated with the American labor movement, the Reuther also houses other collections associated with political, economic, urban and social forces in recent American history. The labor, urban, and university archives include numerous collections of great interest to those working in African-American and Latinx-history and the history of women, gender and sexuality, and the history of Detroit. Special collections in photographic and oral history are part of this unparalleled resource.

The Burton Historical Collection, located in the Detroit Public Library in the heart of the WSU/Detroit Cultural Center, is an important research repository. Its collections in Michigan history, Detroit history, genealogy, history of the Old Northwest, and the French in America offer unique research opportunities. The Hackley Collection, also located in the Detroit Public Library, is an excellent resource on the history of African-American art and performing arts.

The Louise Lovett Wright Research Library of the Charles H. Wright Museum of African American History houses a new and rapidly growing collection of resources for scholars in African-American history. The collection emphasizes Detroit and Michigan history, including biographical files of noted local and national figures.

Graduate students also have access to a number of other libraries in the area: the Leddy Library at the University of Windsor, with a strong collection in Canadian history; the research collection at The Detroit Institute of Arts; and the Benson Ford Research Center, which houses collections on modern American history, including the Ford Motor Company Historical Archives. In nearby Ann Arbor, major archives include the Gerald R. Ford Presidential Library, and the University of Michigan's Bentley Historical Library (Michigan history), the Labadie Collection (labor and radical history) and the William Clements Library (American history and culture from the 15th-18th centuries). The library and archives at the Orchard Lake Schools in Orchard Lake, Michigan, is a major repository of Polish Americana.

EXPANDING THE EMPLOYMENT HORIZONS OF THE HISTORY PH.D.

Historically, doctoral degrees most often led to employment as tenure-track faculty at a college or university. This is no longer the case, and it has not been the case for historians for quite some time. Recently, the American Historical Association has initiated a Career Diversity for Historians initiative (<https://www.historians.org/jobs-and-professional-development/career-diversity-for-historians>) “to help history doctoral programs expand their career horizons beyond post-secondary faculty appointments.” Our Department is proud to have been selected to participate in the 2017-18 AHA Career Diversity for Historians Faculty Institutes, which will help us better prepare our doctoral students for careers in a wide range of fields. We are also proud to be among the recipients of one of the National Endowment for the Humanities’ Next Generation Humanities PhD planning grants, an initiative in which several of our faculty are involved.

A 2013 AHA study found that around half of History PhDs were employed in tenure-track positions at four-year institutions (<https://www.historians.org/jobs-and-professional-development/career-diversity-for-historians/career-diversity-resources/the-many-careers-of-history-phds>). One quarter were employed in two-year institutions or in non-tenure track positions, and a quarter of built careers outside of teaching positions in higher education. Although there are diverse causes for the decline in tenure-stream faculty positions, the principal problem is the meteoric rise of part-time employment (“adjunct teaching”), made possible in part by the robust supply of trained historians looking for work. Thus it is relatively easy to obtain a position as an adjunct college instructor, but students need to understand that part-time faculty positions are temporary, poorly paid, and frequently come without benefits.

Although the market for college teaching positions is not entirely saturated – some of our recent Ph.D. alumni have found full-time (though not necessarily tenure-stream) faculty positions in community colleges, regional comprehensive universities, and liberal arts colleges—the History Department wants to stress that teaching positions are but one of many possible jobs for History Ph.D., and our department supports students in pursuing a wide range of career paths. Historians seeking work outside of faculty positions in colleges and universities find that the skills and experience gained through graduate training in history enhance the credentials of job applicants for positions in government, non-profit organizations, archives and libraries, advising and administration in institutions of higher learning, publishing houses, and independent research centers and firms. Graduate training in history, with its emphasis on analytical and problem-solving skills, is thus a valuable pathway to diverse job opportunities. Graduate programs in history require that students learn to do research using a wide range of sources, have the ability to read across disciplines and speak to audiences of varying ability and expertise, use evidence-based reasoning and analysis, employ skills in written and oral communication and presentation, and access their creative imagination to reconstruct the past and see its implications and consequences for the present and future. These skills are central to work in many arenas of public life.

Many of our students build careers in archives and historical agencies. Because of the international significance of the Reuther Library, Wayne State has developed a renowned certificate program in Archival Administration that, combined with a degree in history, has provided an avenue to employment for dozens of our graduates over the years. Archivists may be generalists, processing collections and aiding researchers, or they may become specialists in appraisal, records management, oral history, and paper or photographic conservation. Students who complete the Graduate Certificate in Archival Administration along with an M.A. or Ph.D. in history will find themselves marketable for positions in archives, historical agencies, and historical museums at the national level. Kimberly Schroeder, School of Library and Information Science, serves as the director for the Archival Administration program.

Historical Agency and Museum positions have been the goal for many of our M.A. and Ph.D. graduates. You will find Wayne State History alumni at the Smithsonian Institution and at other libraries and repositories across the nation. Students interested in this area are encouraged to speak with Erik Nordberg, the Director of the

Reuther Archives, or with Elizabeth Faue, chair of the History Department, about appropriate preparation for this career.

Many historians work in municipal, state, and federal agencies, including the military and intelligence services. The FBI and CIA recruit from the WSU campus, and some of our alumni work in these services. Government agencies also have been interested in graduate students with strong quantitative abilities and computer and foreign language skills. Because of our department's special focus on labor history, positions in the labor movement offer another important employment venue for our graduates. Several alumni have combined interests in labor with the archival certificate and found jobs in labor-related archives, such as the UAW archive and the archives of the "Big Three" automakers.

Businesses, especially large corporations, are increasingly interested in people with the skills of a historian, whether or not one's work would involve historical research directly. Gale Research, a firm in Detroit's northwest suburbs that publishes yearbooks on various specialized topics, has provided both contract and full-time employment to our graduates.

Students interested in any of the aforementioned career paths are encouraged to pursue a public history minor exam field and arrange an internship in the field in which they hope to work.

University work need not be limited to the classroom. Advising and various administrative activities are appropriate pathways to careers in higher education. Some of our recent doctoral graduates have taken non-teaching positions, in the Advising Office at the University of Michigan, one as Associate Dean for Advising at Penn State University, one as an instructor and advisor in the Labor Studies Program at WSU. Students are encouraged to consider arranging an internship, or apply for a work-study position, with the relevant WSU office or program to gain professional experience in the field in which they hope to work.

Finally, secondary teaching, particularly in private secondary schools, is an attractive option for doctoral students. Among our current and former doctoral students, five are working at the Cranbrook Academy and another at the University of Detroit Jesuit High School. Secondary school teaching at private or public institutions is an excellent career for history graduate students; students interested in teaching at the secondary level should seek the advice of their local school board to ascertain whether an M.A. or an M.A.T. is more highly valued in that market.

This list does not exhaust the options open to recipients of advanced degrees in history, but it demonstrates that prospective historians hardly need to limit their career goals to college teaching. History M.A. and Ph.D. degrees offer their holders great flexibility in charting their futures.

See the AHA's Career Resources page for further references and information:
<https://www.historians.org/jobs-and-professional-development/career-resources>.

APPENDIX A: PROGRAM BENCHMARKS AND REQUIREMENTS

Ph.D.:

- HIS 7830: To be taken ordinarily in the first fall semester of graduate school.
- HIS 7832: To be taken ordinarily in the first winter semester of graduate school.
- Plan of Work: To be filed before the completion of 40 credits and filed with the Graduate School (after 12 credits, for those entering with only a Bachelor's degree).
- Responsible Conduct of Research: A three-phase, zero-credit class (GS0900), administered by the Graduate School, to be completed by all incoming doctoral students during their first year
- Annual Reviews: To be completed an/or updated annually, in conjunction with your advisor, and submitted to the DGS
- Individual Development Plan: To be completed and/or updated annually, in conjunction with your advisor, and submitted through the Graduate School website
- Skill Area Competence: To be completed before qualifying exams ideally, students must demonstrate competence in three different skill areas outside of traditional academic history.
- Qualifying Exam Final Report: To be completed after the exam is over and filed with the Graduate School
- Admission to Candidacy: To be completed after the qualifying exams, once the dissertation committee has been fully agreed upon and filed with the Graduate School
- Dissertation Prospectus: To be completed in the first semester after qualifying exams and filed with the Graduate School, after the Prospectus Meeting to be held with the full committee. Must be filed together with the Prospectus Approval form and the Conflict of Interest Statement.
- Conflict of Interest Statement (1): To be completed, signed by all committee members, and filed with the Graduate School along with the dissertation prospectus
- Candidate Status: HIS 9991-9994, 7.5 credits each; to be taken consecutively during the dissertation writing process; each requires an enrollment override from the Graduate School
- Dissertation: All research and writing to be completed, in close consultation with the student's advisor and (secondarily) with the rest of the committee; ideally finished during candidacy status (HIS 9991-9994), but if not then through Candidate Maintenance credits (HIS 9995) thereafter.
- Conflict of Interest Statement (2): The same form as before, to be filed again after completion of the dissertation, before the final public defense
- Final Report: Dissertation Public Defense Form: To be signed by the entire dissertation after acceptance of the dissertation and at least two weeks before the scheduled defense.

- Formatting and Unicheck: All dissertations must be submitted to the Graduate School to approve the formatting (by the student), and also to Unicheck (by the DGS) before the final public defense.
- Final Public Defense: Must be publicized at least two weeks ahead of time. Final corrected copy of the dissertation must then be submitted to the Graduate School within two weeks, with the title page signed by all committee members
- Graduation: Students must apply to graduate at the start of the term in which they plan to take their final defense.

M.A.:

- HIS 7830: To be taken in the first year, ideally the first semester, of graduate school
- HIS 7832: To be taken ordinarily in the first winter semester of graduate school.
- Plan of Work: To be filed with CLAS before completing 12 credit hours
- Annual Status Reports: To be completed an/or updated annually, in conjunction with your advisor, and submitted to the DGS
- Thesis Outline Form (Plan A only): Must be completed and submitted to CLAS as you begin work on the thesis, when registering for HIS 8999.
- Masters Thesis (Plan A only): HIS 8999, 8 credits; all research and writing must be completed during the student's tenure, in close consultation with the student's advisor; to be submitted to the student's committee members at least ten days before the oral examination. OR...
- Masters Essay (Plan B only): HIS 7999, 3 credits; all research and writing must be completed during the student's tenure, in close consultation with the student's advisor; to be submitted to the student's committee members at least ten days before the oral examination.
- Formatting (Plan A only): All theses must be submitted to CLAS to approve the formatting before the final oral examination.
- Unicheck: All theses and essays must be submitted to Unicheck by the DGS before the final oral examination.
- Oral Examination: To be taken after completing the essay or thesis, and the Final Report filed with CLAS. The final corrected copy of the thesis or essay must also be submitted to CLAS, with the title page signed by both committee members.
- Graduation: Students must apply to graduate at the start of the term in which they plan to take their final defense.

M.A.P.H.:

- HIS 7835 and HIS 7855: Offered in alternating years, to be taken when offered during the first and second years of graduate school
- Plan of Work: To be filed with CLAS before completing 12 credit hours
- Annual Status Reports: To be completed an/or updated annually, in conjunction with your advisor, and submitted to the DGS
- Internship (HIS7998): 3 credits, 135 hours; must be completed at some point during the student's tenure.
- Portfolio: must be assembled during the course of a student's tenure and submitted with the Masters' Project
- Masters' Project (HIS 7999): 3 credits; must be completed during the student's tenure, in close consultation with the student's advisor; to be submitted to the student's committee members at least ten days before the oral examination.
- Oral Examination: To be taken after completing the essay or thesis, and the Final Report filed with CLAS.
- Graduation: Students must apply to graduate at the start of the term in which they plan to take their final defense.

APPENDIX B: APPROVED WORLD HISTORY CERTIFICATE COURSES

Core course: HIS 8310 Readings in World History (3 credits)

European History

- HIS 5330 History of Ancient Greece (3 credits)
- HIS 5340 History of Ancient Rome (3 credits)
- HIS 5360 The Early Middle Ages: 300-1000 (3 credits)
- HIS 5370 The High Middle Ages: 1000-1300 (3 credits)
- HIS 5385 The History of Christianity to the Reformation (3 credits)
- HIS 5395 Social History of the Roman Empire (3-4 credits)
- HIS 5400 Early Modern Europe (4 credits)
- HIS 5407 The Scientific Revolution (3 credits)
- HIS 5410 The French Revolution and Napoleon (4 credits)
- HIS 5440 Twentieth Century Europe (4 credits)
- HIS 5450 The Age of Ideology: Europe in the Interwar Period (4 credits)
- HIS 5460 History of the Holocaust (4 credits)
- HIS 5470 Modern Germany (3-4 credits)
- HIS 5480 Nazi Germany (3-4 credits)
- HIS 5490 History of Russia and Eurasia to 1917 (4 credits)
- HIS 5500 The Soviet Union (4 credits)
- HIS 5550 Britain, 1485-1714 (4 credits)
- HIS 5555 Britain in the Age of Empire (4 credits)
- HIS 5556 The History of Modern Britain (4 credits)
- HIS 5660 France Since 1815 (4 credits)
- HIS 6007 Studies in European History (2-4 credits)
- HIS 7240 English Legal History (3 credits)
- HIS 7330 Readings in the History of Ancient Greece (3 credits)
- HIS 7340 Readings in the History of Ancient Rome (3 credits)
- HIS 7360 Readings in the Early Middle Ages: 300-1000 (3 credits)
- HIS 7370 Readings in the High Middle Ages: 1000-1300 (3 credits)
- HIS 7385 Readings in the History of Christianity to the Reformation (3 credits)
- HIS 7395 Readings in the Social History of the Roman Empire (3-4 credits)
- HIS 7400 Readings in Early Modern Europe (4 credits)
- HIS 7407 Readings in the Scientific Revolution (3 credits)
- HIS 7410 Readings in the French Revolution and Napoleon (4 credits)
- HIS 7440 Readings in Twentieth Century Europe (4 credits)
- HIS 7450 Readings in the Age of Ideology: Europe in the Interwar Period (4 credits)
- HIS 7465 Readings in the History of the Holocaust (4 credits)
- HIS 7470 Readings in Modern Germany (3-4 credits)
- HIS 7480 Readings in Nazi Germany (3-4 credits)
- HIS 7500 Readings in the Soviet Union (4 credits)
- HIS 7550 Readings in the History of Britain, 1485-1714 (4 credits)
- HIS 7555 Readings in Britain in the Age of Empire (4 credits)
- HIS 7556 Readings in Modern Britain (4 credits)

HIS 7660 Readings in France since 1815 (4 credits)

Middle Eastern History

HIS 6000 Topics: Islamic Movements (3 credits)

HIS 5750 Modern Egypt (4 credits)

HIS 5960 Globalization, Social History and Gender in the Arabian Gulf (3 credits)

HIS 6006 Studies in African/Asian/Latin American/Middle Eastern History (2-4 credits)

HIS 7960 Readings in Globalization, Social History and Gender in the Arabian Gulf (3 credits)

African History

HIS 5710 Everyday Africa (4 credits)

HIS 5720 African Cities (4 credits)

HIS 5730 The History of West Africa (4 credits)

HIS 5740 The History of South Africa (4 credits)

HIS 6006 Studies in African/Asian/Latin American/Middle Eastern History (2-4 credits)

HIS 7710 Readings in the History of Everyday Africa (4 credits)

HIS 7720 Readings in the History of African Cities (4 credits)

HIS 7730 Readings in the History of West Africa (4 credits)

HIS 7740 Readings in the History of South Africa

Asian History

HIS 5825 Readings in the History of Modern China (4 credits)

HIS 5855 Readings in the History of Pre-Modern Japan (4 credits)

HIS 5865 Readings in the History of Modern Japan (4 credits)

HIS 5875 Readings in Women in Japanese History (4 credits)

HIS 6006 Studies in African/Asian/Latin American/Middle Eastern History (2-4 credits)

HIS 6840 Readings in China and the World (4 credits)

Latin American History

HIS 5231 The Conquest in Latin America (3 credits)

HIS 5234 Race in Colonial Latin America (3 credits)

HIS 5237 The Mexican Revolution (3 credits)

HIS 5239 Latin American Migration to the United States (3 credits)

HIS 6006 Studies in African/Asian/Latin American/Middle Eastern History (2-4 credits)

HIS 7234 Readings in Race in Colonial America (3 credits)

Transnational History

- HIS 5010 Colonial North America (4 credits)
- HIS 5120 American Foreign Relations to 1933 (4 credits)
- HIS 5130 American Foreign Relations Since 1933 (4 credits)
- HIS 5210 The Peopling of Modern America, 1790-1914: A History of Immigration (3-4 credits)
- HIS 5251 History of Feminism (4 credits)
- HIS 5290 American Labor History (4 credits)
- HIS 5540 World Environmental History Since 1900 (4 credits)
- HIS 5665 Global Cities (3 credits)
- HIS 6000 Studies in Comparative and World History (2-4 credits)
- HIS 6600 Comparative Urban History (4 credits)
- HIS 7010 Readings in Colonial North America (4 credits)
- HIS 7120 Readings in American Foreign Relations to 1933 (4 credits)
- HIS 7130 Readings in American Foreign Relations since 1933 (4 credits)
- HIS 7160 Readings in the Constitutional History of the to 1860 (4 credits)
- HIS 7210 Readings in the Peopling of Modern America, 1790-1914 (3-4 credits)
- HIS 7251 Readings in the History of Feminism (4 credits)
- HIS 7280 Readings in American Legal History (4 credits)
- HIS 7290 Readings in American Labor History (4 credits)
- HIS 7540 World Environmental History Since 1900 (4 credits)
- HIS 7665 Readings in Global Cities (3 credits)
- HIS 7835 Public History: Theory and Method (3 credits)
- HIS 7855 Memory and History (3 credits)
- HIS 7870 Comparative Legal History (3 credits)