

# GRADUATE HANDBOOK



Department of History

2013-2014



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*Note: We have attached a variety of graduate forms in the appendix to this handbook as samples only. Students should always use the most recent forms, which are available online at either the College of Liberal Arts and Sciences website at <http://clasweb.clas.wayne.edu> (for M.A. forms) or the Graduate School website at <http://gradschool.wayne.edu> (for doctoral student forms, under downloadable forms).*

Note: 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 back frequently for up-to-date information.

## INTRODUCTION

The graduate program at Wayne State University, a nationally ranked research institution, is located in Detroit, Michigan, and 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 faculty are committed to providing quality teaching and involved mentorship to graduate students. Our program focuses on American history and the history of early modern and modern Europe, with supporting fields in World history, African, Asian, and Latin American history and a core of transnational specializations, including labor and urban history, citizenship studies, women's and gender history, and the history of science and technology. We offer training in archival administration and access to world-class archival repositories with opportunities for museum and archival internships.

The Department of History offers programs leading to the degrees of Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) and certificates in World History and in Archival Administration and dual degrees in history and library and information science (M.A./M.LIS.), in history and social science education (M.A./M.Ed.) 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. Chief among them are students seeking a teaching career at the secondary, community college, or university levels. In addition, advanced degrees in history prepare students interested in employment in government or in the management of archival resources and historical agencies. 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, or publishing) or those who have an interest in 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 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 requirements, students should confer with 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.

## CONTACT INFORMATION

The Department of History  
Wayne State University  
3094 Faculty/Administration Building  
Detroit, MI 48202  
Phone: 313/577-2525  
Fax: 313/577-6987

Website: <http://www.clas.wayne.edu/History>

Prof. Marc W. Kruman  
Department Chair  
(313) 577-2593  
[aa1277@wayne.edu](mailto:aa1277@wayne.edu)

Prof. Elizabeth Faue  
Director of Graduate Studies  
(313) 577-2525  
[ad5247@wayne.edu](mailto:ad5247@wayne.edu)

Ms. Gayle McCreedy  
Academic Advisor II  
(313) 577-2592  
[ab3697@wayne.edu](mailto:ab3697@wayne.edu)

Prof. Sandra F. VanBurkleo  
Coordinator of J.D./M.A. Program  
(313) 577-2525  
[ad5235@wayne.edu](mailto:ad5235@wayne.edu)

Prof. Joseph Turrini  
Director, Archival Administration Program  
313-577-9322  
[jturrini@wayne.edu](mailto:jturrini@wayne.edu)

Office of Graduate Admissions  
436 Welcome Center  
(313) 577-3577  
Website: <http://gradadmissions.wayne.edu/>

The Graduate School  
4302 Faculty/Administration Building  
Website: <http://www.gradschool.wayne.edu>  
313) 577-2170

College of Liberal Arts and Sciences  
Graduate Office  
2155 Old Main  
(313) 577-3117  
[ad3619@wayne.edu](mailto:ad3619@wayne.edu)  
Website: <http://www.clas.wayne.edu>

Office of International Students and Scholars  
415 Welcome Center  
(313) 577-3422  
Website: <http://www.oiss.wayne.edu>

The Office of Financial Aid  
Welcome Center  
52 W. Warren  
313/577-6648  
Website: <http://www.finaid.wayne.edu/>

One Card Office  
257 Welcome Center  
52 W. Warren  
313/577-2273  
Website: <http://www.onecard.wayne.edu/>

All: Wayne State University  
Detroit MI 48202

## THE FACULTY

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

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

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

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

Elizabeth 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, Social and Political History, Religion

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, Social and Cultural History, Labor, Peasant Studies

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

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

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

Danielle McGuire (Ph.D., Rutgers University)  
United States, African American History, Civil Rights, History of Women and Gender

Tracy Neumann (Ph.D. New York University)  
United States, Urban History, Policy History, Transnational and Comparative History

Andrew Port (Ph.D., Harvard University)  
Modern Europe, Germany, Methods and Research, Labor

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

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

Fran Shor (Ph.D., University of Minnesota)  
United States, Social and Cultural History, Labor

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

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

### **Non-Departmental Historians**

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

Jennifer Sheridan Moss (Ph.D., Columbia) Classical & Modern Languages, Literatures and Cultures  
Greco-Roman Egypt, Rome, Ancient Historiography

Elizabeth Myers (Ph.D., Loyola-Chicago) Director, Walter P. Reuther Library  
Public History, History of Women and Gender

May Seikaly (Ph.D., Oxford) Classical & Modern Languages, Literatures and Cultures  
Middle East and North Africa, Oral History, History of Women and Gender

Joseph Turrini (Ph.D., Wayne State) School of Library & Information Science  
Archival Administration, Oral History, Sport History, Labor

Kenneth Walters (Ph.D., Princeton) Classical & Modern Languages, Literatures and Cultures  
Ancient Greece and Rome

## ADMISSIONS

### M.A. and Ph.D. Program Admission

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

#### Admission to the Ph.D. Program

Fall Term only: January 15

#### Admission to the MA Program

Fall Term: January 15 (early decision); May 15  
Winter Term: November 1  
Spring/Summer Term: March 15

The department normally considers only those applicants whose undergraduate grade point 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.

\*Note: All applications to the M.A. program not received by the above deadlines will only be considered for admission to the next consecutive term.

The M.A. and Ph.D. applications have several parts:

#### 1. The Application Form

All applicants for the graduate program must apply online at: <http://gradschool.wayne.edu/future/>

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, etc., 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.

#### 4. GRE (Graduate Record Exam) Scores

Applicants for the M.A. and Ph.D. programs must take the GRE general exam (verbal, quantitative, and analytical writing).

Applicants to joint MA programs (MA/JD; MA/MLIS; MA/Med), if they are 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 may, similarly, request a waiver of the GRE requirement, if their GPA in History courses is 3.25 or above.

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

## 5. Personal Statement (Letter of Intent)

Applicants must write a short statement of from 2 to 3 pages that describes their motivation for, preparation in, and career goals in a graduate degree program in History and outlines their field of specialization (chronological, geographic, and/or topical). The statement must be uploaded into 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 best advisor, should he or she be admitted to the program.

## 6. Writing Sample

Applicants should submit a sample of their writing that they feel displays their ability to both write clearly and do research. Typically students submit a term paper; in the case of doctoral applicants, we recommend a research paper or other fair representation of your ability in research and writing. This should be submitted online; students who are submitting a graduate essay or thesis may submit a hard copy that is free of corrections or marks.

## 7. Letters of Recommendation

M.A. applicants: two letters; Ph.D. applicants: three 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 potential to become a contributing scholar in the historical profession. Applicants may submit, as a second or third letter, the recommendation of a supervisor in a public history field (archives, library, or museum work).

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

## Application Status

Prospective students who want to inquire about the status of their application are encouraged to contact the academic advisor, Gayle McCreedy, at [ab3697@wayne.edu](mailto:ab3697@wayne.edu) or at 313/577-2592.

## Additional Information on Ph.D. Program Admission and Funding

Admission to the doctoral program is considered only once a year. The deadline for submission of all materials, including GRE scores, is January 15 for admission to the next consecutive fall term. The Graduate Committee meets in mid-February to consider all doctoral admissions and all graduate funding decisions. Applicants will be notified by early April of their admission status.

While attainment of an M.A. in History is not required of the doctoral applicant, 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 letter 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.

## Additional Information on Admission to Certificate and Non-Degree Programs

### *Graduate Certificate in Archival Administration*

The graduate certificate in archival administration may be earned as part of the M.A. or Ph.D. programs, or may be earned independently of a degree program. Applicants for the separate certificate program must file an online Application for Graduate Admission with the University Graduate Admissions Office. The department normally considers only applicants whose undergraduate grade point is at least 3.00 overall and at least 3.25 in a minimum of 18 credits in history and related subjects. Individuals already employed in the archival field are encouraged to include a sample of their professional writing as part of the admission application.

### *Graduate Bridge Certificate in World History*

The graduate certificate in world history may be earned as part of the M.A. or Ph.D. programs, or it may be earned independently of a degree program. This program is designed as a “bridge” program, as all of the credits earned for the certificate may count toward a degree program, providing a convenient bridge to the M.A. or Ph.D. program. Applicants beginning with the certificate should apply online through Graduate Admissions Office. Students adding the certificate to an existing program must file a Change of Graduate Status Request through the College Dean’s Office (for the MA) or through the Graduate School (Ph.D.).

## 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 an Application for Graduate Admission. This form may be found on the WSU Graduate School website at <http://gradschool.wayne.edu/future/grad-admission.php>

Or

<http://gradschool.wayne.edu/current/forms.php>

## Non-Degree Admissions

Students also may enroll in the Graduate School by seeking admission on a non-degree basis. Non -degree admission is recommended for persons seeking admission to the M.A. or Ph.D. program but who cannot acquire the necessary letters of recommendation, as is often the case with second-career students who have been out of college for an extended period. In such a case, the applicant must file an Application for Graduate Admission, checking the non-degree box. Should the student in the non-degree status later earn admission to the graduate program, a maximum of 9 credits may be applied toward the degree, subject to the approval of the graduate officer of the College of Liberal Arts. While in non-degree status, students are expected to successfully complete three (3) 5000-level courses and 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: Graduate students must avoid the post-Bachelor status for non-degree admission, if they intend to use the credits in their graduate program. Post-Bachelor credits are not graduate credits; and 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

#### Assistantships

Teaching and Research Assistantships are available on a competitive basis. Along with other application materials, an applicant should submit a separate letter to the Director of Graduate Studies (DGS) indicating his or her interest in an assistantship. Applicants 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 interested in applying for an assistantship, or to be considered for other departmental funding, must submit all materials before February 1.

#### *Graduate Teaching Assistantships (GTAs)*

The History Department currently awards six teaching assistantships. Because GTAs are eligible for renewal up to a total of three years, the department may not appoint any new GTAs in some years. Normally, GTAs are selected from students pursuing a doctoral degree. Graduate teaching assistantships include a stipend, tuition scholarship for up to 10 hours of graduate study per term, and health insurance. The current stipend for a Graduate Teaching Assistant is \$15,731. A GTA may be expected to teach, grade, proctor, and to participate in some service activities, while enrolling in a minimum of six credits of graduate work each term.

After the initial appointment, a GTA may be renewed annually for a total of three years. At the conclusion of their third year as a GTA, graduate students may apply for renewal of their assistantship and will be considered for reappointment in 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 beginning at \$15,713, a tuition scholarship, 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. After the initial year of appointment, a GRA may be renewed annually, dependent on funding.

#### Thomas C. Rumble Graduate Fellowship

The History Department at this writing has at its disposal one Rumble Fellowship for a doctoral applicant. Current 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 \$16,000 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. Rumble Fellows are guaranteed funding for the subsequent two years by the department, and frequently three years, usually through an appointment as a GTA. Renewal of funding is contingent on adequate progress toward degree, as demonstrated by credit hours taken, cumulative GPA, and benchmarks met. Doctoral applicants should include a separate note with their application packet indicating their interest in the Rumble award.

The Rumble Fellowships also may be used to support an advanced doctoral student to make progress toward degree or to aid the completion of the dissertation. Other dissertation completion grants are available through the Graduate School and the Humanities Center.

#### Graduate Research Awards

The Department of History annually holds competitions for research 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. These 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 \$1100. Faculty members nominate candidates for the award. Deadline: March 1<sup>st</sup>.

#### *Jo Anne Nicolay Foundation Award*

Graduate Students in United States Civil War History can receive up to \$1100 in research support through this award. Applicants must submit a c.v., a one-page research proposal, and a budget proposal. This award is only open to History students. Deadline: March 1st.

#### *Alfred H. Kelly Memorial Research Award*

Graduate Students may receive an award worth up to \$600 in research support (including travel). Applicants must submit an application form, a c.v., and a copy of their transcript. This award is only open to History students. Deadline: March 1<sup>st</sup>.

#### *Michael Patterson Memorial Endowed Research Award in African American History*

Graduate students may receive an award worth up to \$1100 in research support (including travel). Students must submit an application letter describing proposed research project, a current c.v., and a copy of their transcript. This award is open only to History students. Deadline: March 1<sup>st</sup>.

#### *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. Applicants must submit a letter that details their project and use of funds, a c.v., and a copy of their transcript. This award is open only to History students. Deadline: March 1<sup>st</sup>.

### **Awards Made through the College or Graduate School**

Students applying for funding through the Graduate School should first visit their website at <http://gradschool.wayne.edu/funding/sources.php> 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. 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, who must register for a minimum of six credits per semester. The award for a full-time student provides a tuition scholarship of a minimum of 6 and up to 10 credits of graduate work per semester. Deadline for GPS applications: March 1.

#### Dean's Diversity Fellowships (DDF)

The Dean's Diversity Fellowship is designed to attract new doctoral students to Wayne State University; it cannot be awarded to continuing students. The fellowship covers one academic year during which fellows have no service requirements. The fellowship includes a living allowance of \$20,000 and tuition of up to ten graduate credits per term, as well as subsidized medical, dental insurance and vision care insurance. Funding is provided in the second year through the Department. The award is by departmental nomination only.

#### 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. Applicants 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 Ph.D. 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 Fellowship

The Graduate School annually holds a competition for Summer Dissertation Fellowships 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: Mid-December

### Graduate Student Professional Travel Awards

Students are encouraged to present their research at regional and national conferences. This award, granted jointly by the department and the Graduate School, is designed to help defray travel and lodging costs, as well as conference fees. Students seeking this award should begin by discussing their presentation with the Director of Graduate Studies. This award is open to Master's and Ph.D. students.

### 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 November application deadline to be eligible for this fellowship. The fellowship offers a \$12,000 stipend plus tuition. 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 (a calendar year rather than an academic year).

### 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

Part-time graduate women students 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 (\$600) to defray some of the costs for their Archives Practicum. Two awards annually. For further information, contact the History Department.

### **Rules for GTAs, GSAs, 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 written consent from the Director of Graduate Studies and from the Graduate School prior to accepting an additional assignment.

The structure of candidacy status for the Ph.D. program requires that each student receiving funding pay strict attention to the candidacy timetable. Students who have expended all pre-candidacy status credits but who have not completed their comprehensive exams (and therefore cannot proceed to doctoral candidacy) will be prohibited from registering for candidacy credits. As all GTA, GRA and fellowship awards require enrollment to receive the stipend, doctoral students may endanger their continuing financial package if they do not complete their qualifying exams on schedule.

### **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 are encouraged to visit the reference desk of the Purdy-Kresge Library or the Scholarships and Fellowships Office of the Graduate School for more information on the wide variety of scholarships available. Students approaching the writing stage of their degree program are encouraged to investigate the Grants Register, which often has sources specifically designed to support thesis/dissertation writing. Sources of funding for dissertation research also may be located by using the resources of the Sponsored Programs Office at WSU, which helps to identify possible sources of research support.

#### The WSU Office of Scholarships and 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.

## **MASTERS PROGRAM IN HISTORY**

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 its M.A. students to locate and classify historical evidence, to interpret that evidence, and to present its synthesis in written and oral forms.

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 graduate director has the authority to evaluate and accept as many as 11 credits transferred from other institutions (in accordance with Graduate School rules) and the selection of appropriate cognate courses from other departments. 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 the degree, which means that a total of 41 credits is required (rather than 35).

History 7830 (Methods and Research in History) is required of all students. Students must apply in writing to the graduate director for exemption. History 7830 should be taken in the first or second semester of enrollment in the MA program. Students taking the class must pass it 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 three plans. Students may switch from one plan to another only with the prior written consent of their advisor and of the graduate director. All students must complete the requirements for a major and minor appropriate to the plan that they select, chosen from the following list of fields:

#### Geographic/Chronological Fields:

Modern Africa  
African American  
Early America (to 1877)  
United States since 1877  
Britain  
Early Modern Europe  
Modern East Asia  
France  
Latin America  
Medieval Europe  
Modern Europe  
Modern Germany  
Modern Middle East  
Modern Russia  
World

#### Topical Fields:

Archival Administration  
Citizenship  
Constitutional and Legal  
Immigration and Ethnic  
Labor  
Public History  
Science, Technology, and the Environment  
Urban  
Women and Gender

## Plans 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.

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 major field of study and an advisor. Students should obtain a plan of work form from the College of Liberal Arts website (<http://clasweb.clas.wayne.edu/CurrentStudents>), and an unofficial transcript printed from Pipeline.

When filling out a plan of work, students should first list all of the courses they have taken thus far in order. The rest of the plan of work should list the 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 be made. Students are encouraged to consult with the Director of Graduate Studies and/or the academic services officer for instructions on filling out the plan of work form prior to meeting with their advisor. Once they have met with their advisor and the plan of work is approved, one clean copy with both student and advisor signatures, along with a transcript, is turned into the academic services officer.

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.

### *Plan A:*

Students take at least 27 credits of course work and write a thesis for 8 credits. At least three courses must be in the major field 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 and two 8000-level seminars.+ Students pursuing Plan A must select the major and minor fields in consultation with their advisors and must provide the Director of Graduate Studies a written statement indicating those selections..

Departments establish deadlines regarding thesis submission and defense, and master's students must adhere to their *departmental deadlines*. 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 <http://gradschool.wayne.edu/masters/thesis-info.php>.

### *Plan B:*

Students take at least 32 credits of course work and write an essay for 3 credits. At least four courses must be in the major field 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 and two 8000-level seminars.+ Students pursuing Plan B must select the major and minor fields in consultation with their advisors and must provide the graduate director with a written statement indicating those selections. Master's essays should *not* be submitted to the Graduate School for format checks. Essays must meet departmental requirements, and all degree-related functions are performed by the College of Liberal Arts and Sciences.

### *Plan C [Phased out in 2014; only applies to student who were admitted prior to 1/1/2014.]:*

Students take at least 35 credits of course work. At least four courses must be in the major field and two in the minor field. At least 18 credits must be numbered 7000 or above\*, including 7830 and two 8000-level seminars.+ Students pursuing Plan C must select the major and minor fields in consultation with their advisors and must provide the graduate director with a written statement indicating those selections.

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

+One of the 8000-level seminars should be a graduate readings course appropriate to their field (i.e., History 8050 for someone pursuing a concentration in American history) and a research seminar.

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

An essay or thesis should be of publishable scholarly quality. It must include a bibliography and a clear indication of where the research fits into the published literature. It should be based upon exhaustive research in the secondary literature and should make 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 further work and thought. A thesis might range from 80 to 120 double-spaced pages, exclusive of notes and bibliography. An essay might range from 35 to 50 double-spaced pages, exclusive of notes and bibliography.

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 Graduate Office's Guidelines for the Master's Essay.

### Written Examination (Plan C)

In lieu of an essay or thesis, candidates are required to take a two-hour comprehensive written examination in their major field. The examination will test the student's grasp of relevant historiography and key debates in the field as well as factual knowledge of its basic narrative history. It will be administered by the student's advisor and graded by the advisor and a second reader from the candidate's major or minor field. The written examination must be taken at least one month prior to the oral examination.

### Student Status Report

Students at the MA level should 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 and research course (HIS 7830), and enrolling in and successfully completing the two required 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 Committee

The M.A. essay or thesis is written under the direction of a student's advisor and evaluated by the advisor and, in a lesser role, a second reader. A student writing a thesis or an essay must consult frequently with his or her advisor and discuss the work's progress, even when he or she is not registered for courses. The advisor will evaluate the M.A. thesis or essay and will indicate approval by signing the title page. The advisor to a Plan C student will be responsible for arranging for the written and oral examinations.

The student and the advisor should select a second departmental reader who will evaluate progress on the thesis or essay from its earliest stages or assist in writing and evaluating the Plan C exam. 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. Like the advisor directing the project, the second reader will pass judgment on the thesis or essay and will indicate approval 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 students pursuing Plan A or Plan B 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 committee (made up of 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, 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 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.

For students pursuing Plan C, the one-hour oral exam may be scheduled 30 days or more after successful completion of the written examination. The examination will be held by the advisor and the second reader. The oral examination will be confined to the questions asked on the written examination as well as the student responses. Two votes are necessary for passing.

## 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 Science's website: <http://clasweb.clas.wayne.edu/CurrentStudents>.

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. 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, contact the faculty advisor, Professor Sandra VanBurkleo, or the DGS in History, Professor Elizabeth Faue. In the Law School, contact Michelle Miller in the Dean of Students Office.

## 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. Graduates of the program benefit from the joint preparation in increasing 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.

Applicants to this 57 credit-hour program must be admitted to both the School of Library and Information Science and Department of History master's degree programs. Candidates must complete the required courses for both programs in order to graduate.

Students interested in the archival field may elect to complete the Archival Administration Graduate Certificate in conjunction with the joint degree program. To earn this certificate, students are required to complete 2 additional courses (6 credits) for a total of 63 credits.

### History Requirements

In History, students will complete 28 hours of History credits and 7 hours of LIS 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  
4 History courses at the 7000 level or above  
At least one 8000-level History seminar

#### *Elective LIS Courses (7 credits)*

Total: 35 hours of study for MA History degree

### Library and Information Science Requirements

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

#### *Required LIS Courses (18 credits):*

LIS 6010*	Introduction to the Information Profession	3 credits
LIS 6080*	Information Technology	3 credits
LIS 6120	Access to Information	3 credits
LIS 6210	Organization of Knowledge	3 credits
LIS 7040	Library Administration and Management	3 credits
LIS 7996	Research in Library and Information Science	3 credits

#### *Elective LIS Courses (11 credits)*

#### *Elective History Courses (7 credits)*

Total: 36 hours of study for the MLIS degree

57 credits total for both degrees (14 hours are double-counted)

## **JOINT M.A./M.ED PROGRAM IN HISTORY AND SOCIAL STUDIES EDUCATION**

The Wayne State History Department and Social Studies Education offer a joint master's degree in History and Social Studies Education. This program is designed for a certified teacher who wishes to strengthen their knowledge in both education and history. Upon successful completion of this program students will obtain both a M.A. in History plus an M.Ed. in Social Studies Education in 52 credits rather than the 65 credits it would take for the degrees done separately.

### Degree Requirements

Applicants to this program must be admitted to both the M.A. program of the Department of History and to the M.Ed. in Social Studies Education program of the College of Education (see details below). The course distribution is as follows:

### History Requirements

Students will complete 27 hours with the following distribution:

#### *Required History Courses (3 credits):*

HIS 7830          Methods and Research in History          (3 credits)

#### *Elective History Courses (24 credits):*

A minimum of 4 courses in major field  
A minimum of 3 courses in minor field  
2 History courses must be at 7000 level or above  
At least one 8000-level History seminar

### Education Requirements

Students will complete 30 hours for the degree with the following distribution:

21 hours total of graduate credit in Social Studies Education

6 hours in General Professional Requirements coursework.

One 2-credit course from three different areas in this list

EDA 7600	Education Administration
EDP 5480	Adolescent Psychology
EDS 7630	Educational Sociology
CED 6700	Counseling
EHP 7600	History and Philosophy of Education
SED 7050	Special Education

Social Studies Education courses (9 credits)

SSE 6730	New Perspectives in Social Studies Education
SSE 7780	Readings in Social Studies
SSE 8740	Graduate Seminar in Social Studies Education

Seminar courses (6 credits)

TED 7000      Introductory Master's Seminar, Social Studies Section  
ED 7999      Terminal Master's Seminar, Social Studies Section

For ED 7999 essay/project, there will be two co-advisors, one from Social Studies Education and one from History. Students will prepare an oral presentation and defense of the essay/project completed in ED 7999. The defense will be overseen by both advisors, one from Social Studies Education and one from History. The time and place will be arranged by the student.

Admission:

Because the Joint Program is unique, a prospective student must be admitted to one of the programs through Graduate Admissions, most often SSE, and enroll for a class in the program. Once enrolled, students obtain a Change of Graduate Status Request to add the second program, deliver the form to the other office (History), and be admitted to the second program by the department

Plan of Work:

Once admitted, see an advisor to complete a Plan of Work for each major.

Advisors:

Social Studies Education  
Dr. Bob Pettapiece, [pettapiece@wayne.edu](mailto:pettapiece@wayne.edu)

History Department  
Professor Elizabeth Faue, [ad5247@wayne.edu](mailto:ad5247@wayne.edu)

## GRADUATE BRIDGE CERTIFICATE IN WORLD HISTORY

Wayne State University offers a graduate 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. The certification program is directed at history teachers, and history 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 of their coursework for the Certificate into the History M.A. program, if they decide to pursue the degree after completing the Certificate.\*

Students pursuing the Bridge Certificate as a stand-alone program will probably not be approved for federal student assistance, and students in this track must secure their own funding. Refer to financial aid 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 (<http://www.gradschool.wayne.edu/index.asp>).

### Certificate Requirements

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

HIS 8310          Readings in World History                          3 credits

12 credits of courses in a continental distribution chosen from three areas: Africa, Asia, Latin America, Middle East, and Europe.

One transnational course (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 grade point average and complete the Certificate within three years.

A list of courses available to Certificate students is available below.

For more information, contact:

Professor Elizabeth Faue, [ad5247@wayne.edu](mailto:ad5247@wayne.edu)

### APPROVED 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  
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)

#### 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 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 7870 Comparative Legal History (3 credits)

## **GRADUATE CERTIFICATE IN ARCHIVAL ADMINISTRATION [AAC]**

The Walter P. Reuther Library of Labor and Urban Affairs, in cooperation with the Department of History and the School of Library and Information Science, offers 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. Preparation in history or humanities or in library science may be helpful.

### Certificate Requirements

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

HIS 7840/LIS 7710      Archival Administration (3 credits)

HIS 7685/LIS 7685      Practicum in Archives (3 credits)

3 Elective Courses, for a total of 9 credits, from among the following:

HIS 6780/LIS 6780      Records Management

HIS 7745/LIS 7740      Archives & Libraries in the Digital World

HIS 7820/7780          Electronic Records

HIS 7860/LIS 7770      Oral History: A Methodology for Research

HIS 7880/LIS 7685      Administration of Historical Agencies

HIS 7890/LIS 7730      Administration and Preservation of Visual Collections

LIS 7750                  Introduction to Archival & Library Conservation

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. Effectively, this means that student earning the certificate concurrently with a degree will complete the following: AAC with the M.A. in History, 41 hours; AAC with the MLIS, 42 hours; AAC 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.

For further information on the program, contact:

Dr. Elizabeth Myers, Director, Walter P. Reuther Library  
Professor Elizabeth Faue, Director of Graduate Studies, History  
Professor Joseph Turrini, Director of the Archival Certificate Program

## DOCTORAL PROGRAM IN HISTORY

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

Fulfillment of all requirements for the Ph.D. usually involves at least four years of full-time study. Students 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 six 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

Upon entering the program, each student will select, in consultation with the DGS, a faculty member who will serve as an advisor. By the time the student has completed 40 credits, including transfer credits, he or she must file a plan of work, outlining coursework to be taken in preparation for their qualifying examinations. This course of study is intended to prepare the student for examination in three fields of history, including a field in which the dissertation will be written, and supported by a related or cognate field outside the department. In the third year, the student should have selected, in consultation with the advisor and the DGS, a qualifying exam committee and, if different, a doctoral dissertation committee. If a student wishes to change advisors or dissertation committee members, a memo must be signed by all members of the committee and filed with the Graduate School.

### Degree Requirements

The Ph.D. program requires a minimum of 90 graduate credits beyond the B.A. degree. The M.A. in History degree at Wayne State may account for 35 of these, but only 30 graduate credits may be transferred from other institutions.

The 90 graduate credits for the Ph.D. program must be taken to fulfill the following requirements:

1. HIS 7830, Methods and Research in History, or its equivalent.
2. A minimum of four 8000-level seminars in history, two of which should be a graduate readings course (one of them in major field) and two research seminars.  
A minimum of 30 hours in courses numbered 7000 or above. (This may include all hours earned under items 1 and 2 above. Excludes hours earned in pre-candidacy and candidacy maintenance courses.)
3. A minimum of 40 hours of coursework in history. (May include all hours earned under items 1, 2, and 3 above except hours earned in HIS 7990, 7999, and 8999.)
4. At least 8 hours earned in cognate courses, to be determined in consultation with the advisor.
5. Additional graduate-level work to a minimum total of 60 hours. (Excludes hours earned in pre-candidacy and candidacy maintenance courses.)
6. Thirty hours of candidacy maintenance credit.

### HIS 7830 Methods and Research

His 7830 is a course designed to provide doctoral and masters' students with an introduction to relevant methods and research in History, to the general concepts and major trends in historiography, to research methods in their broadest sense, and to the profession as a whole. As such, the course provides both crucial training and professionalization that will guide the student's development in the program. Graduate students should, if possible, take HIS 7830 in their first year in the graduate program and preferably in the first semester. They must pass the course with a grade of B or better in order to progress in the degree program.

Applicants who are admitted to the History PhD 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 there is extensive research

experience and professional achievement (publication or extensive internship experience) or equivalent evidence of professional development. The decision to waive the requirement will be made in consultation with the student's advisor.

### Fields of Study

Students should prepare themselves 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, and the other 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 History  
African American  
United States (combined exam)  
Early America to 1877  
United States Since 1877  
European History  
Early Modern Europe  
Modern Europe

#### *Examination Only*

Latin America  
Medieval Europe  
Modern Africa  
Modern East Asia  
Modern Middle East

#### *Topical Fields*

Archival Administration  
Citizenship  
Constitutional and Legal  
Foreign Relations  
Immigration and Ethnicity  
Labor  
Public History  
Science  
Technology and the Environment  
Urban  
Women and Gender  
World

### Doctoral Program Timeline

Ideally, full-time PhD students enroll in 2-3 courses per semester for three years (six semesters for a total of 60 credit hours of coursework). During this time, they file a Plan of Work (after 12 credits), complete coursework, and begin to define their dissertation topic. During their sixth semester, they typically prepare three qualifying exam reading lists; and they spend the summer after they complete coursework preparing for their qualifying exams. Ideally, they take their written and oral exams in the fall of their fourth year after beginning the program. After passing their qualifying exams, they spend up to three months preparing a dissertation prospectus, under the direction and with the approval of the advisor and dissertation committee members. During the same period of time, they ideally would also study for and pass their language exam[s]. Doctoral students are required to hold a prospectus meeting before candidacy is achieved. During this meeting, the dissertation committee will meet to advise the students and to 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. After it is approved, doctoral students are advanced to candidacy. Dissertation research and writing ideally takes no more than two to three years to complete. 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.

### Plan of Work

Each student should file a Plan of Work, ideally at the end of the first full-time year, but in no case later than the completion of 40 program credits, including transfer credits. The Plan of Work is intended to provide the student and the advisor an opportunity to discuss the career goals of the student and to ensure that the coursework adequately prepares him or her for those goals. The Plan of Work form is available on the Graduate School website on the "Forms" page under The "Current Students" section. Students should type the Plan of Work form, obtain the required signatures, and file it with a copy of the student's WSU transcript printed from Pipeline. Students transferring graduate work from another institution also must submit a Ph.D. Transfer Credit Form (available on the Graduate School website) and an official transcript from that institution.

## Annual Reviews

Doctoral students are required to file an annual progress report (the annual review) that records meeting benchmarks (including filing a plan of work, taking the core research course and seminars, taking written and oral qualifying exams, filing a prospectus and holding a prospectus meeting, and taking the foreign language requirement or its equivalent). The annual report should be discussed and signed by both doctoral student and advisor at an annual progress meeting. The Graduate School requires students to submit copies of the annual review in support of various documents, but most importantly, annual reviews are considered a best practice in doctoral education that has led to higher completion rates and student retention but also shorter time to degree. Doctoral advisors are urged to assist their students in this annual process.

## Professional Development Plan

In consultation with their advisor, doctoral students are strongly encouraged to create, in addition to the Plan of Work and Annual Reviews, a professional development plan that incorporates professional goals (such as internships, fellowship applications and conference presentations, and article and publication submissions) that are in line with the student's professional goals. 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. With the support of their advisor, doctoral students are encouraged to map out the skills, knowledge, and experience necessary for placement in the workforce and to envision ways in which 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.

## Pre-Candidacy Research

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

## Written and Oral Qualifying Examinations

After completing at least 50 of the 90 required hours in the program, each Ph.D. student must pass written qualifying examinations in three fields of study, defined as two major fields and a minor field, 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.

Preparation for the qualifying exams normally takes place over the three years of 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 guidelines: 60-100 books and articles for each major field and 30-50 books and related articles for the minor field exam. Some readings may be listed on more than one reading list.

Questions for the written exam will be prepared by the qualifying exam committee member supervising the history field. In major fields, the questions will be designed for a five-hour written exam and in minor fields for a three-hour written exam. The examinations may be spaced out over semester, or a time period not to exceed four months. A copy of the exams, with comments, will be returned to the student prior to the oral examination.

After evaluation by the committee members who prepared the field exam, the questions and answers are given to the academic services officer who will copy and 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 written exams on the first try will be terminated from the program.

Within one week of the successful completion of the written exam, the DGS shall submit two copies of the Report of Doctor of Philosophy Oral Examinations form to the Graduate School for approval of the arrangements for the oral examination, along with the names of the committee members. The advisor shall make arrangements for the oral examination, in consultation with the student and qualifying exam committee members. The oral examination shall be scheduled for no more than two hours. There will not be a second oral examination.

Detailed provisions on these matters can be found in the WSU Graduate Bulletin and on the reverse side of the form entitled Report on Doctor of Philosophy Qualifying Examination.

### Admission to Candidacy

Doctoral candidacy at Wayne State University is the equivalent of A.B.D. status, indicating that only the dissertation and its defense remains outstanding in the list of requirements for the degree. Candidacy is reached after the following has been completed:

1. Approximately 50 of the required 90 hours in the program have been completed.
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 student has arranged for and attended a prospectus meeting, at which the dissertation committee, in person or through electronic media, such as skype, meet to discuss the prospectus and give approval.
5. The dissertation committee has been named by means of filing the Doctoral Dissertation Prospectus and Approval form.
6. The candidacy form has been filed.
7. Student has passed requisite language exam(s).

### 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 the student's advisor. The next steps toward candidacy is to choose a topic, select a dissertation committee (if different from the qualifying exam committee), 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.

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 other historian may be from another institution working in a related field or topic) and one committee member from another department and/or discipline (typically representing the student's cognate work; 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. External members of the dissertation committee must be approved by the Graduate School with the submission of their curriculum vita. Examples of external faculty participation are former faculty members with doctoral students completing their degrees and committee members providing additional expertise for the doctoral student.

Any change in dissertation committee membership requires Graduate School approval.

The student must file his or her dissertation prospectus form after completing the qualifying examinations in order to advance to candidacy status. Ideally, the prospectus form will be completed within three months after the oral qualifying exam. The student should obtain the dissertation prospectus form on the Graduate School website. This form must be completely filled out, including the signature of all members of the dissertation committee, before it is filed with the Graduate School.

It is absolutely critical that students whose dissertation proposal includes the collection of oral interviews also obtain the approval of the Human Investigation Committee (HIC) PRIOR to beginning research (<http://irb.wayne.edu/>). This is a separate set of forms, and the process requires lengthy turnaround time. Students need to be sure to plan ahead in order to obtain approval from the HIC and stay on course with the doctoral candidacy timeline.

### The Prospectus Meeting

Ideally, the prospectus meeting will be held after the student has completed the dissertation prospectus, submitted it for comments, and distributed the revised prospectus to the dissertation committee. If the committee has given preliminary approval to the prospectus, the prospectus meeting should be held. At that point, members of the 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 committee together at this point in the process allows for the exchange of ideas and consensus among its members on the project.

The prospectus meeting is not an examination but rather an opportunity to provide the student with additional resources as they move forward in their doctoral research. For this meeting, which should meet for a minimum of 45 minutes, all of the original committee members should be present, either in person or through electronic media (via Skype@ 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, s/he 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 candidacy and prospectus forms to the Graduate Director and the Graduate School.

### The Candidacy Form

Once the qualifying examinations, both written and oral and the language exam(s), have been successfully completed, students must file the Candidacy Form (available on the Graduate School website) before advancing to candidacy. This form verifies the dissertation committee, the passing of the qualifying exams, and requires the student to submit an up-to-date transcript to the Graduate School.

### Candidate Status

Each Ph.D. Candidate is required to register for four consecutive semesters of 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 they retain control of candidacy registration to better monitor progress toward degree.

During each of the four terms of Candidate Status, students will be assessed tuition for 7.5 hours 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 hours of tuition. Students registered in Candidate Status credits will be considered full time students.

The four required Candidate Status course are:

- HIS 9991 – Candidate Status I
- HIS 9992 – Candidate Status II
- HIS 9993 – Candidate Status III
- HIS 9994 – Candidate Status IV

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” in each term of Candidate Status. At the time of the dissertation defense, all grades will be changed at once.

#### Candidacy Maintenance Status

After a student has completed the thirty hours of Candidate Status, he or she must enroll in Candidacy Maintenance Status while completing the dissertation in order to remain active in the program. By enrolling for the one credit hour of Maintenance Status per term, students retain access to all University resources such as the library system, computer labs, and the fitness center. Students enrolled in Maintenance Status are considered to be full-time students.

#### Foreign Language Requirement

Students whose major field is in United States or North American History must demonstrate a reading knowledge of one foreign language, or comparable proof of competency in statistics or oral history methodology, before admission to candidacy. Students in all other major fields must demonstrate a reading knowledge of two foreign languages or, with the permission of the DGS and the advisor, mastery of one foreign language and the acquisition of certain specific auxiliary skills, such as statistics or oral history methodology, as a substitute for the second language.

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. Cognizant, however, of the time constraints on doctoral work, and aware of the need for focused, and effective, research, the Department of History has broadened the foreign language requirement to include other tools to enhance graduate students' research profile and abilities. The advisor, in consultation with the Director of Graduate Studies, can assist a student in creating a plan of work that gives them the necessary tools for the doctoral dissertation and for engagement with the scholarly community.

For History Ph.D. students, the translation exam will consist of translating 1000 words (not known by the student in advance) from a hundred-page text. The translation will be worth 100 percent of the grade. The official grade will be Pass/No Pass where Pass is interpreted as B-level work.

It has been our policy to work in conjunction with the Classical and Modern Languages, Literatures, and Cultures department to insure 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.

Our agreement with CMLLC for these exams establishes that the student's advisor must approve the text (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 need to schedule these exams well in advance of the desired time period.

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 Gopalakrisnan, Director of the FTLC, for more information.

A student using oral history methodology to replace one foreign language requirement must enroll in HIS 7860 (ANT 6360; LIS 7770): Oral History: A Methodology for Research and must pass the course with a grade of B or better. Taken under the LIS or ANT crosslist, the Oral History course cannot be counted as cognate credits if it is used to fulfill the foreign language requirement.

A student pursuing statistics may take either a) the graduate statistics sequence offered through the Department of Political Science or b) the summer intensive program in quantitative history offered at the University of Michigan in Ann Arbor, or have independent verification of statistical expertise.

### Dissertation and Oral Defense

The dissertation should follow the *Chicago Manual of Style* (the most recent edition) 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 bibliography. A draft of the dissertation must be submitted to the Graduate School for approval of format according to its published deadlines. 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 defense is conducted by the dissertation committee. (Students may request an external examiner be appointed by the Graduate School). The dissertation defense must be publicized in advance to the university community, as this is a public event. 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 [http://gradschool.wayne.edu/phd-info/dissertation\\_publishing.php](http://gradschool.wayne.edu/phd-info/dissertation_publishing.php), along with all publishing and copyright fees.**

### 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.

## **ADDITIONAL INFORMATION**

### Directed Studies

Directed studies courses require prior approval both of the professor involved and the student's advisor. It is department policy that such courses are normally reserved for students who have already taken the basic 5000-level courses in the field involved. They are not to 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 must be completed by the student and the advisor prior to the middle of the term in order for the student to receive credit.

### 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 which 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.

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 Salford Exchange Program. All of these programs are managed by the Study Abroad Office.

### Grades

Each graduate student must maintain a B (3.0) grade point average, or the student 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 complete incompletes, 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 research, it occasionally happens that the scope of the research is such that research 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.

A deferred grade does not have a time limit, and it will remain a "Y" on your transcript until such time it is changed by the instructor. 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 GTAs may endanger their eligibility through the accumulation of multiple deferred grades, which often indicate a lack of progress toward degree.

### Full Time Status

A full-time student is one who is enrolled for eight or more credits during a semester, fall or winter terms and at least one hour during the spring/summer term. This rule is superseded by those of any financial aid source, who routinely define separate requirements for full-time status. Additionally, students under contract as GTA/GRAs may fulfill their contract

with a minimum of 6 hours, but they should be aware that this contractual minimum may not meet the full-time enrollment requirement of a lending institution, should they have previous student loans. Read the fine print.

### Application for Graduation

Graduate students should apply for degree before the term in which they expect 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 you believe that you will need to go beyond these time limits, you will have to file a time extension that will be reviewed by both the Department and the Graduate School. Approval of a time extension is not automatic, and it is assumed that a student will complete his or her degree within that extension and not require a second extension. It is the responsibility of the student to be in touch with his or her advisor and the DGS *in advance of the time limit* to seek an extension.

### Computer Lab and Graduate Student Lounge

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, adjacent to 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.

## **HISTORY GRADUATE STUDENT ASSOCIATION [HGSA]**

The goal of the History Graduate Students' 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 academic advisor, the HGSA organizes professional development workshops, fundraisers, social and educational events, and provides service to the department. This group also acts as a support system for graduate students. The association has an executive board which meets monthly, but all students are automatically made members upon acceptance to a History graduate program. Executive positions in the HGSA include President, Co-Vice Presidents of Social Affairs, Education, and Administration, Mentoring Liaison, Treasurer, and Secretary. Elections are held each spring, allowing graduate students the opportunity to engage in leadership, networking, and administrative experience.

## LOCAL RESEARCH LIBRARIES AND ARCHIVES REPOSITORIES

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

The Wayne State University Library System ranks among the top research libraries in the nation. It 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 for several special collections, including the Leonard Simons Collection of Rare Michigan History Texts and the Florence Nightingale collection. The Science and Engineering Library contains collections in the physical and natural sciences. 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.

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, Hispanic-American and women's and gender history. Special collections in photographic and oral history are also 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, local history, genealogy, history of the Old Northwest, and the French in America offer unique research opportunities. The Hackley Collection, which is 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 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.**

Recently, the American Historical Association has initiated “a project to help history doctoral programs expand their career horizons beyond post-secondary faculty appointments.” Nationwide, about 2/3s of History doctorates completed between 2004 and 2012 found placement in tenure-track teaching positions [*Inside Higher Education*]. Those seeking work outside of academic employment, however, find that the skills and experience gained through graduate training in history enhance the credentials of job applicants for positions in government, on-profit organizations, archives and libraries, advising and administration in institutions of higher learning, publishing houses, and independent research centers and firms. Graduate programs in history require that students learn to research 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. Of particular note, despite cutbacks in the public history sector, there continue to be openings that seek individual applicants with skills in the Digital Humanities, archival and museum training and oral and video interviewing, grant-writing and fund-raising experience, statistical, media, and quantitative skills, and other expertise and knowledge acquired in the course of a earning a doctorate in history. To make use of how the labor market is changing, graduate students in consultation with their advisors should aim to create a professional development plan, to set benchmarks for presentation and publication, internships in historical research or in archives and museums, applications for external funding, and participation in service both through the university and in volunteer opportunities. Tutoring, newsletter writing, and working as a docent are but three ways in which graduate students can strengthen their academic program with experiences in community and professional work.

A recent report by the American Historical Association captures the diversity of job outcomes among historians:

<http://historians.org/teaching-and-learning/current-projects/career-diversity-for-historians/the-many-careers-of-history-phds>

Graduate training in history, with its emphasis on analytical skills and problem-solving, thus is a valuable pathway to diverse job opportunities. Although the majority of history graduate students have graduated to positions and careers in teaching (Ph.D.s at the university level, M.A.s at the secondary or community-college level), the academic, secondary education, and public history job market has changed over the last few decades. The placement of department alumni reflects those changes.

Although there are diverse causes of this new, tighter job market, the principal problem seems to be the meteoric rise of part-time employment (“adjunct teaching”), made possible by the 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 – several of our recent Ph.D.s have found full-time academic jobs, the History Department wants to stress to new applicants that they should be willing to consider the range of alternative positions in history that can lead to fruitful and challenging careers in themselves or serve as stepping stones to teaching positions.

First and foremost are 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 Studies which, combined with a degree in history, has provided an avenue to employment for several hundred 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. Professor Joseph Turrini, School of Library and Information Science, serves as the director for the archival administration program.

Historical Agency and Museum positions also have been the goal for a good number of our M.A.s and Ph.D.s. Students interested in this area are encouraged to speak with Elizabeth Myers, the Director of the Reuther Archives, about appropriate preparation for this career.

Many law-related or law-sensitive institutions recognize the J.D. with an M.A. as an entry-level research and teaching degree. Prof. VanBurkleo serves as the advisor to the joint J.D./M.A. program.

Other public history openings are to be found in municipal, state, and federal agencies, including the military and intelligence services. The FBI and CIA regularly recruit from the WSU campus, and several 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 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 which publishes yearbooks on various specialized topics, has provided both contract and full-time employment.

Moreover, university work need not be limited to the classroom. Advising and various administrative activities are appropriate pathways to careers in higher education for. Three of our recent doctoral alumni have taken non-teaching positions, three in the Advising Office at the University of Michigan and one with the Department of Interdisciplinary Studies at WSU.

Finally, secondary teaching, particularly in private secondary schools, is an attractive option for doctoral students. Among our current doctoral students, two are working at the Cranbrook Academy and another at the University of Detroit Jesuit High School. It goes without saying that high school teaching is an excellent career for M.A. students; students interested in teaching at the secondary level should seek the advice of their 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 American Historical Association's Career Resources page for further references and information:

<http://www.historians.org/jobs-and-professional-development/career-resources>

## APPENDICES

### 1. M.A. Forms

- a. Plan of Work Form
- b. Transfer Credit Form
- c. Change of Plan of Work Form
- d. Annual Status Report
- e. Thesis Outline Form
- f. Request for Time Extension

### 2. Ph.D. Forms

- a. Plan of Work Form
- b. Transfer of Credit Form
- c. Directed Study Form
- d. Qualifying Oral Examination Form
- e. Candidacy Form
- f. Change in Committee Form
- g. Prospectus and Approval Form
- h. Conflict of Interest Form
- i. Final Defense Form
- j. Annual Review Form
- k. Request for Time Extension