



CENTRAL WASHINGTON UNIVERSITY

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DEPARTMENT OF HISTORY
Language & Literature Building, 100



GRADUATE STUDENT HANDBOOK
2017-18

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WELCOME to the History M.A. program at Central Washington University. We have put together this handbook to make your graduate career easier. We want you to enjoy your time at Central and to complete your graduate program as efficiently and productively as possible.

Admission

Students admitted are required to demonstrate an ability to discover and interpret historical evidence and to write cogently and lucidly. In addition to general regulations for graduate admissions, the applicant must:

- Attain an undergraduate major in history. Students whose undergraduate major was in a subject other than history, but who nevertheless wish to complete a history graduate degree, must have completed at least 20 undergraduate, upper-division quarter credits with a GPA of 3.0 or better prior to full admission to the graduate program. Students with fewer than 20 history quarter credits may be offered probationary admission.
- Attain a 3.0 cumulative GPA for undergraduate work and a 3.25 GPA or better in the history major. Applicants with a lower GPA may petition the History Department Graduate Committee for special consideration.
- Submit official G.R.E. scores for the general examination.
- Submit a 7-10 page writing sample.
- Choose an advisor and a general area of study.
- Indicate whether he or she intends to follow the thesis track or the examination track

Prospective students must be approved in writing by the graduate committee (with the graduate director as a voting member), the department chair, and the prospective advisor before being granted admission to the graduate program.

Degree Options

M.A. students may choose from among three different options: thesis; project; and written examination.

Thesis: This option is appropriate for those who wish to pursue a Ph.D., either immediately after receiving the M.A. or at some point in the future. A thesis is a lengthy monographic work (usually 50 to 150 pages long) that addresses a topic of importance to historians in an original way. A list of deadlines for the thesis track is given on page 4. Students who cannot meet these deadlines will not be able to pursue the thesis option. After the thesis is completed, the student will defend his/her findings before his/her committee. At the discretion of the advisor, students opting for the thesis option may be required to meet the department's foreign language requirement.

Written examination: This option is typically for students who do not wish to write a thesis, and is especially useful for secondary school teachers who want to attain the M.A. in a timely manner. Students who choose the exam option must select an advisor and adhere to the timeline given on page 4. The advisor will help the student choose two additional faculty members to serve on an exam committee. The committee's job is to write questions for the exam and review the student's answers. In advance of the exam, the committee will work with the student to

delineate a field and suggest an appropriate reading list. The student’s MA advisor may work with the student on sample questions and responses in order to better prepare the student for the exam. The exam consists of three (3) questions in a major field. The entire written portion of the exam must be completed in eight hours. After the exam is completed, the student must defend her/his answers before the committee. Students opting for the exam option do not have to meet the department’s foreign language requirement.

Project: On rare occasions, when student background or experience allows, and when faculty availability and expertise exists, students may complete a project in lieu of the traditional thesis. In such special cases, proposals for an alternative to the exam or thesis options must be approved by the student’s graduate advisor and the graduate committee. Students opting for the project option do not have to meet the department’s foreign language requirement.

Timelines

The following timelines assume full-time student status. Graduate students registered less than full-time should adjust these deadlines proportionately. “Quarter” in this timeline means a quarter during the regular academic year (i.e. summer quarter is not counted).

Thesis Option

Meeting with Advisor	Quarter 1
Field Bibliography	Quarter 2
Prospectus defense/Formation of Committee	Quarter 3
One complete chapter approved by advisor	Quarter 4
Committee meeting to assess progress (faculty)	Quarter 5
Draft version of thesis to advisor	Quarter 5 (for graduation in quarter 6) Quarter 6 (for graduation after quarter 6)

Exam option

Meeting with advisor	Quarter 1
Field Bibliography	Quarter 2
Formation of committee	Quarter 3
Final exam bibliography	Quarters 3-4

Required Courses

HIST 511, Historiography	5
HIST 512, History Graduate Reading Seminar	5
HIST 515, History Graduate Research Seminar	5
HIST 512, 515, or 596 (Field Bibliography)	5
HIST 700, Thesis, Exam, or Project study	6
Department-Approved Electives from 500 level courses in History	10
Department-Approved Electives from 400 or 500 level courses in History OR other approved fields)	9
Total	45

Graduate Fields of Study

Whether pursuing the thesis, project or exam option, students must choose a primary field of study from a list of fields approved by the faculty. Currently, the Department of History offers the following primary fields and one of these primary fields should be indicated in the application letter. Fields other than those listed need prior approval from the student's advisor.

Colonial/Revolutionary America
19th Century U.S.
20th Century U.S.
U.S. Foreign Relations
U.S. West
U.S. Environmental History
U.S. Women's History
U.S. Social History
U.S. Cultural History
Native American History
Pacific Northwest History
Modern Britain and the Empire
Modern Ireland
Modern France
Modern East Asia
Modern China
Vietnam
Latin American cultural history
Latin American religious history
Latin American state formation

Modern Mexico
Colonial Mexico
Pre-Imperial Russia
Imperial Russia
Russian Empire
The Soviet Union
African Health and Healing
African Childhood and Education
African Gender
Urban Africa
Pre-colonial Africa
Colonial Africa
Imperialism
Environmental History
Urban History
Comparative Colonialism
Comparative Gender
Comparative Revolutions
Comparative Borderlands
Comparative Nationalism

Choosing an Advisor. Choosing an advisor and preparing a prospectus and/or field bibliography are among the most important tasks required of a graduate student. For those pursuing the thesis option, your advisor will work closely with you on many aspects of your thesis. For those pursuing the examination option, your advisor will (in consultation with other faculty) select the book list over which you will be examined. Your advisor's work or training must have some geographic, thematic, or chronological connection to the topic of your proposed thesis or examination. A change in advisors after admission requires the permission in writing of the new advisor.

Choosing a Committee. Together with your advisor, you will choose a committee whose role is to counsel you as you proceed with your M.A. thesis, project, or exam. The committee also assembles to hear your defense of your thesis, project, or exam. Your committee will consist of three (3) faculty members, including your advisor. One of the committee members may be from outside the department, or, in rare cases, from outside CWU. Second and third committee members are typically less active than the advisor in shaping a thesis, project, or exam.

Prospectus. Your advisor will be the primary reader for your prospectus. The prospectus is a proposal of about 8-10 pages, including the following: the topic and scope of your thesis or project; a tentative thesis statement; the primary sources you intend to use; a historiographical review, including a statement of your work's place within it; and a preliminary chapter outline. Once the prospectus is completed, your advisor will assist you in assembling a committee (composed of three people) before which you will defend your prospectus, and ultimately your thesis or project. This committee should be chaired by a historian, but can include faculty from other departments. At the time of the prospectus defense (the third quarter of your program), your committee will evaluate whether you can proceed with the thesis option. This evaluation is made on the basis of the prospectus, the prospectus defense, and your academic record, including your work in the MA program up to that point.

Field Bibliography. Each student must draw up a field bibliography in consultation with his or her advisor. Field bibliographies typically consist of some fifty to sixty books and articles that practicing historians have deemed important in the student's chosen field. For exam-option students, the field bibliography should serve as the basis for exam preparation. All students should enroll in a section of HIST 596 (Independent Study: Field Bibliography) with their thesis advisor. For thesis-option students, the field bibliography course should include some investigation of relevant primary sources.

Foreign Language Requirement. At the advisor's discretion, students writing a thesis may be required to meet the department's foreign language requirement. The requirement can be met in two ways: (1) by attaining a grade of B in the final course of a two-year sequence of undergraduate-level foreign language instruction (the sixth quarter or fourth semester) either during the student's undergraduate or graduate career; (2) by passing the department's foreign language exam. The department's foreign language exam requires students to translate (usually a paraphrase rather than a word-for-word translation) two short passages, one from a primary source and one from secondary literature. Students taking the language exam may use dictionaries. Faculty members with the appropriate language skills will grade the exam on a pass/fail basis. If you plan to enter a Ph.D. program in the future, we strongly urge you to gain proficiency in at least one foreign language during your M.A. career.

Graduate Studies Requirements. The School of Graduate Studies and Research requires you to clear several administrative hurdles before you graduate, including a course of study form, a committee/option approval form, a final folder check, a permission to schedule the defense form, and an application for the degree. The School of Graduate Studies and Research also requires you to submit your thesis for final proofing and approval. The course of study form should be turned in during your second or third quarter, and the committee/option approval form should be turned in during the third quarter in order to coincide with the formation of your committee and, for thesis students, the defense of your prospectus. The final folder check should be submitted no later than the first week of the quarter in which you plan to graduate. The final version of the thesis needs to be turned in **two weeks before the end of the quarter in which you hope to graduate**, meaning that the thesis defense must precede that date. The thesis will be submitted electronically to an anti-plagiarism site through Canvas and also in paper format to the graduate school for a formatting check. Once the thesis has cleared those hurdles, it must be

uploaded to the university's ScholarWorks site. For exam students, the examination defense must be completed **one week before the end of the quarter in which you hope to graduate**. The graduate school's current deadlines and submission procedures, as well as links to the relevant forms, can be found here: <http://www.cwu.edu/masters/graduation-procedures-and-deadlines> .

Previous Theses and Projects. If you'd like to read theses and projects from past years, you can check them out from either the library or from the department. The library holds copies of all theses; the department holds copies of all projects. A small selection of recent theses and projects appears below.

Kellie Hedgers, "Broken Promises: Rape, Race and the Union Army" (M.A. Thesis, 2014; winner of Department's Best Thesis/Project Award)

Danielle Kuehn, "Women and Evangelical Individualism" (M.A. Thesis, 2014)

Adam Griffith, "The Making and Unmaking of an Autocrat: Edwin Eells and the Skokomish Reservation, 1871-1885" (M.A. Thesis, 2014)

Rebecca Hastings, "Komsomol Participation in the Soviet Antireligious Campaign, 1918-1932" (M.A. Thesis, 2013; winner of University's Best Thesis Award).

Talea Anderson, "A Conflicted History: Margaret Splawn, Yakama Indians, and Native American Policy Reform, 1910s-1940s" (M.A. Thesis, 2013; winner of Department's Best Thesis/Project Award).

Jennifer Oliphant, "Divine Transformation: Foundation of Power in the Reign of Ivan the Terrible" (M.A. Thesis, 2010).

Tanner Dotzauer, "Thorp, Washington: The Development of a Traskside Town, 1869-1919" (M.A. Thesis, 2010).

Ryan Booth, "Impetuous Desire: A History of Kettle Falls, 1825-1860" (M.A. Thesis, 2010).

Albert Miller, "'Peer of the Masters': Westernization and Noble Identity in Eighteenth-century Russian Travel Literature" (M.A. thesis, 2008).

Ian Stacy, "Roads to Ruin on the Atomic Frontier: Environmental Decision Making at Hanford, 1942 to 1952" (M.A. thesis, 2008).

Rachael Birks, "Dancing *Cubanidad*: Reconfiguring National identity through Fidel Castro's Cultural Project, 1959-1973" (M.A. thesis, 2007).

Patrice Laurent, "Coffee's Competing Visions: The Development, Contestation, and Negotiation of Soconusco's Coffee Economy" (M.A. Thesis, 2007; winner of Department's Best Thesis/Project Award).

Carolynn Clark, "Erich Kästner's Mission in Postwar Germany, 1945-1948: Essays in the *Neue Zeitung*" (M.A. thesis, 2007).

Fellowships and Grants. You should be alert to the possibility of obtaining fellowships and grants during your graduate career. For a brief description of some of the fellowships and grants available to graduate students, click on the "Scholarships and Grants" heading on the History website, <http://www.cwu.edu/~history/>. Also look under the "News and Events" heading. Be sure, finally, to look over the Graduate Studies Office website under "Graduate Student Funding" (<http://www.cwu.edu/masters/graduate-student-funding#Grants%20and%20Fellowships>) and the College of Arts and Humanities website (<http://www.cwu.edu/~cah/>); they, too, offer funds and prizes for graduate students.

Phi Alpha Theta. Phi Alpha Theta is a national history honorary society, encompassing both undergraduate and graduate students. The society sponsors national and regional conferences and publishes the journal *The Historian*. To qualify for membership in Phi Alpha Theta, graduate students must have a 3.5 GPA in the equivalent of at least 12 graded semester hours in history. Each spring, the CWU History Department will invite qualifying students to become members of the local chapter of Phi Alpha Theta. Those students who accept membership, and pay the requisite fees will be initiated into the society, usually in May. Members are encouraged to present research papers at the regional Phi Alpha Theta conference, which usually takes place in April.

Teaching Assistantships. TAs, or Teaching Assistants, are outstanding students who are paid to assist professors in the classroom. Typically a teaching assistant is assigned to a specific professor each quarter. Occasionally, in lieu of teaching, a TA will be assigned to help a professor with his/her research.

TA Remuneration: TAs receive a tuition waiver and stipend. The exact amounts offered vary from year to year.

TA Competition: The Department's Graduate Committee meets once a year in late winter or early spring to choose TAs. Applicants are expected to have submitted the proper forms (available from Graduate Studies) by February 15. The committee looks for students who are mature, reliable, and demonstrate excellent GPAs and GRE scores.

TA Appointments: TAs are appointed for one year (three quarters). The maximum time that a student may hold an assistantship is two years (six quarters). All TAs will be reviewed for reappointment after their first year of service and/or, in rare cases and when circumstances warrant, during their first year of service. First-year TAs who, after two full quarters, have GPAs over 3.5 and positive supervisory reviews will usually be appointed for a second year, though they must fill out a new application and will have their performance as TAs and as graduate students reviewed before re-appointment. Those with GPAs under 3.5 may also reapply, but do not receive preference based on prior service.

TA Duties: Your duties as a TA depend on the instructor with whom you work. Usually duties include grading papers, exams, and quizzes; holding study sessions; helping set up AV

equipment; leading discussions; and giving an occasional lecture. To accomplish those tasks, you must read all books assigned to undergraduates and must attend class regularly.

Professionalism: As a TA, you are an employee of the university, and should conduct yourself in a professional manner at all times when at work. This is particularly important in your dealings with undergraduate students, but should also be reflected in your dealings with fellow graduate students and university faculty. Undergraduates in particular need to have confidence in your essential professionalism, knowledge, and fairness, as you will often times be involved in grading, an activity that is of great importance to many of the students in the classes for which you are a TA. You also should expect to be treated reciprocally in a professional manner by the professors whose work you are assisting. Remember that you are a representative of the university and, in some sense, of the professor for whom you work, and conduct yourself in a professional manner in all aspects of your job.

TA Performance Reviews. Professors may review and comment on their TA's performance on a quarterly basis. A copy of the review will be placed in the TA's file. If you feel you would like a review but your supervisory professor has not provided one, please feel free to request one.

DEPARTMENT OF HISTORY GRADUATE FACULTY AND STAFF



Graduate Director:

Daniel Herman (Ph.D., University of California, Berkeley, 1995), U.S. Cultural History, U.S. West; Native American History, U.S. to 1900. L&L 100-K, 963-1755; Daniel.Herman@cwu.edu

Regular Graduate Faculty:

Brian Carroll (Ph.D., University of Connecticut, 2009), U.S. Colonial, American Revolution, Native American. L&L 100-L, 963-2344; Brian.Carroll@cwu.edu

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GRADUATE STUDENT TIMELINE/CHECKLIST

Date	Thesis Option	Exam Option	Advisor Initials
Quarter 1	<ul style="list-style-type: none"> • Preliminary meeting with advisor and/or Graduate Studies Director 	<ul style="list-style-type: none"> • Preliminary meeting with advisor and/or Graduate Studies Director 	
Quarter 2	<ul style="list-style-type: none"> • Field Bibliography • Course of Study form 	<ul style="list-style-type: none"> • Field Bibliography • Course of Study form 	
Quarter 3	<ul style="list-style-type: none"> • Formation of Committee • Prospectus Defense 	<ul style="list-style-type: none"> • Formation of Committee 	
Quarter 4	<ul style="list-style-type: none"> • One complete chapter approved by advisor 	<ul style="list-style-type: none"> • Finalized examination bibliography 	
Quarter 5	<ul style="list-style-type: none"> • Committee meeting (faculty only) to assess thesis progress 		
One quarter before expected completion date	<ul style="list-style-type: none"> • Draft of entire thesis to advisor 		
Beginning of expected final quarter	<ul style="list-style-type: none"> • Final Folder Check 	<ul style="list-style-type: none"> • Final Folder Check 	
Middle of Expected Final Quarter	<ul style="list-style-type: none"> • Thesis defense scheduled 	<ul style="list-style-type: none"> • Examination and examination defense scheduled 	
Two weeks before end of expected final quarter	<ul style="list-style-type: none"> • Thesis defense completed • Thesis turned in electronically through Canvas to anti-plagiarism checker • Thesis turned in as paper copy to graduate school for formatting check 		
One week before end of expected final quarter	<ul style="list-style-type: none"> • All graduation requirements completed 	<ul style="list-style-type: none"> • Examination defense and all other graduation requirements completed 	