

INDIANA STATE UNIVERSITY

DEPARTMENT OF HISTORY

BASIC INFORMATION FOR GRADUATE STUDENTS

2009-2010

Introduction

The Department of History (DOH) welcomes you to what we hope will be a stimulating and productive year of graduate study. Though your first responsibility is to your own program of study, an active, involved graduate student body is an essential ingredient in the success of any history department. Your part in bridging the gap between undergraduates and faculty--whether as a student in 4/500 level courses, graduate assistant, or member/organizer of the History Club or Phi Alpha Theta--can be of substantial assistance in the Department's educational process.

This brief handout is intended to acquaint graduate students with DOH policies, regulations, and requirements pertinent to graduate study in history at Indiana State University. All students should read carefully the Graduate Catalog (GC) for 2009-10, which is available on-line. You should familiarize yourself with the websites for the DOH and the College of Graduate and Professional Studies (CGPS) and add them to your "Favorites." Before addressing questions to your advisor or the Department office you should consult all of these sources.

Websites

Graduate Catalog	http://catalog.indstate.edu/index.php	
CGPS home page	http://www.indstate.edu/sogs/	Tirey Hall 183
Department of History	http://www.indstate.edu/history/	Stalker Hall 104
Controller's Office	http://www.indstate.edu/controller/	Parsons Hall First Floor
Office of Registration and Records	http://www.indstate.edu/registrar/	Parsons Hall Basement
Residential Life	http://www1.indstate.edu/reslife/	
MyISU	https://isuportal.indstate.edu/	

Degree Programs

The DOH offers both an MA and an MS in History. We also offer Concentrations in the History of Labor and Reform Movements in the United States. These are described in the ISU Graduate Catalog.

General Rules

For advisement regarding all matters relating to your academic program and class schedule see your advisor. For all new students this is Prof. Richard Schneirov. Failure to keep your advisor fully informed of program and class changes may result in avoidable mistakes and delays in completing your degree. It is recommended that each graduate student have a DOH faculty advisor/mentor in his or her specialty by the end of the first year of study. This faculty member will act as the chair of the student's thesis or seminar paper committee and become the student's academic advisor until the end of his/her program. You should maintain regular contact with the chair of your committee and consult him/her on all matters pertaining to your academic program.

All history graduate students should be aware that:

1. all full-time graduate students and graduate assistants must take nine hours each semester with the exception of their last semester in the program;
2. at least 18 hours in all programs must be taken in 600-level (seminar) courses;
3. all students are generally expected to take all 600-level classes offered, including the pro-and research seminar;
4. graduate students also may take advantage of the optional one credit-hour course in the teaching of history at the college level, which is offered once every four semesters;
5. students with more than two incompletes will not be allowed to enroll in classes; and
6. a minimum GPA of 3.0 is required for graduation from the program.

Procedural guidelines for History Dept. graduate students

General guidelines for written work:

- Use Chicago style for source citations in all papers for all classes.
- All submitted written work must adhere to basic standards of scholarly writing, including correct grammar, punctuation, and sentence structure, as well as effective paragraph development and argumentation.
- Provide committee members with hard copies of drafts, seminar papers, and thesis.

Final thesis or seminar paper for defense:

- While enrolled in HIST 621, 661, or 671: form your defense committee by the end of the semester. (At least three faculty members will form the committee, one of whom will be the committee chair. The chair and at least one other member must be a member of the ISU History faculty.) Discuss with the chair of the committee the primary and secondary sources to be consulted. The paper should be based as much as possible on material from primary sources and reflect sound analysis and contextualization of these sources.
- Upon completion of 621, 661, or 671: Provide the members of your (individual thesis or seminar paper) committee with the paper upon which your thesis or seminar paper may be based and identify additional primary and secondary sources to be researched in completing the thesis/seminar paper. The topic and direction of your thesis/seminar paper may certainly change after you complete 621, 661, or 671 and complete additional research.
- During the semester prior to the semester in which you will be defending: 1) Meet with every member of your committee to discuss how you are developing the research in terms of argument and sources. Communicate with the chair of the committee the suggestions made by other members of the committee. In agreement with your chair, incorporate the suggestions into your project as appropriate. 2) Set the date for your defense in compliance with the regulations of the CGPS.
- During the semester of the defense: at least one month prior to the defense, submit your latest draft to all your committee members for them to make comments. Incorporate their suggestions into the final paper/thesis as appropriate.
- Come to the defense prepared to summarize or explain your argument, to take notes on the comments and questions of the committee, and to provide substantive answers to the questions from the committee. Bring a copy of your paper/thesis to consult.

Expectations for 500-level classes

Each 500-level class is paired with a 400-level (undergraduate) class. Graduate students should expect to attend class and complete all of the requirements of the 400-level section. In addition:

- Students should expect additional readings in secondary sources.
- Students should expect a graduate-level writing assignment (in addition to whatever work is required of undergraduates) that includes a historiographical or research component.
- Students should expect to meet separately with the faculty member teaching the course several times during the semester in order to discuss the work or additional readings.

Assessment

Please be aware that for assessment purposes the DOH requires that you keep a portfolio containing:

- the major research paper completed in your research seminar.
- the paper completed for History 650.
- two papers from other courses.

The portfolio is to be turned in upon completion of the requirements for the master's degree. We also ask that you submit to an exit interview. The portfolio and the exit interview are meant only to help the DOH evaluate the graduate program. The entire DOH's Assessment Guidelines are available for you to view on the DOH website.

CGPS Research Fund

With the assistance of the Provost's Office and the ISU Foundation, CGPS has established a Graduate Student Research Fund to support and encourage students. Current requirements for eligibility, application materials, and deadlines are available on the CGPS website.

Presenting Your Research

The graduate coordinator will share with you throughout the year information on universities and organizations having conferences where your research may be present. The DOH currently has a yearly symposium with Eastern Illinois University where our graduate students may present research papers. For information on dates and details, contact your graduate advisor.

Clubs, Organizations, and Societies

Phi Alpha Theta and History Club

The student organizations currently sponsored by the DOH are Phi Alpha Theta (the national History honor society) and the History Club. The faculty advisors are Prof. Steven Stofferahn (P. A. T. and History Club) and Prof. Richard Schneirov (History Club). The History Club meets regularly and a calendar should be available by September 15 of each academic year. The Phi Alpha Theta initiation is held each spring.

Graduate Student Association

This student organization sponsored by CGPS is an interdisciplinary and diverse group of graduate students. Its main goal is to support the interests and needs of ISU graduate students. For more information visit the organization's website.

Roll Award

Each year the DOH recognizes a graduate student(s) with its Roll Award for outstanding graduate performance. Graduate students are considered if they have completed 21 hours of graduate work in the DOH. The award is provided by the family of Charles Roll, a former ISU History faculty member for more than 40 years. Eligible graduate students are automatically considered for the Roll Award, and do not need to submit an application.

Faculty

The DOH has 14 tenured and tenure-track faculty, whose offices are located on the third floor of Stalker Hall. Directories are located on the first and third floors, and a complete directory is on the DOH website. Each faculty member has a page on the DOH website with contact information and a link to his or her *curriculum vita*. Other than email, information may be left for a faculty member by putting it into his or her mailbox in SH103.

DOH Office

The DOH's administrative assistant (AA) is housed in SH104 with the department chair's office. The AA has a 15-hour per week student worker to do errands, copies, scanning, filing, etc. The AA works for the faculty and is also the liaison between the DOH and CGPS, the Controller's Office, Registrar's, Payroll, CAS, Academic Affairs, and other areas on campus. You may consult her regarding non-academic issues if you have exhausted all other possibilities.

Student Responsibilities

You are ultimately responsible for meeting the requirements for graduation. The following suggestions are a review of what you already know and practice, but a reminder never hurts!

- Use websites, brochures, the telephone, etc. to know what your responsibilities are and how to meet them. If you cannot find the answer to a problem, or the information is confusing, then see your advisor.
- Contact your advisor during his or her office hours or call for an appointment. It is always advisable to email or call to make an appointment before coming to campus. You should always contact your advisor before registering for classes.
- Deadlines (the lifeblood of any bureaucracy) are posted on most websites and well in advance. Make plans in advance for signatures needed, and leave yourself time to solve problems as they arise. Missed deadlines are your responsibility.

Sometimes it can take a few days (or more) to coordinate the signatures of three or four faculty members, the Dean's office, and the CGPS. This time increases when more than one signature is required on the form because you will need to get the signatures in the order in which they are listed on the form.

Never assume that someone will forward the paperwork for you or assume that paperwork placed in someone's mailbox will find its way to its destination. Personally follow up on *everything*.

Also, if you are trying to resolve an issue, meeting with different people across the University, please take notes and get the name of the person with whom you are speaking—that makes it easier for your advisor or the Department office to follow-up when necessary.

The summary is: the University bureaucracy sometimes works in mysterious (and very slow) ways!

- You need to keep a current or active address and phone number with the University. These may be updated via MyISU.

Communication

Communication is mainly via e-mail. All e-mail sent by the DOH will be sent to your ISU e-mail address. When the DOH receives e-mail from you, if it on a non-ISU account, it will be answered on your ISU account. It is your responsibility to read your ISU e-mail account on a regular basis. The entire University e-mail policy is in section V of the *Indiana State University Handbook*.

HISTGSTUDENT-L@listserv.indstate.edu. This is the DOH's graduate student listserv. You must be logged onto your ISU email account for it to work. The DOH's administrative assistant keeps it updated with only currently enrolled students. The DOH faculty members are also on it. If you wish to share something or ask a question, please feel free to use it. You will be informed of the happenings in the DOH through this address. If there are any issues with the listserv, please contact Carolyn Greenwalt at 812.237.2710.

Stalker Hall 103 has a mailbox for "Graduate Students." Please check this box often. Correspondence from the faculty and the department office will be placed in that mailbox. Campus envelopes are available next to the mailbox for your use.

For University office telephone numbers or locations you will want to consult the ISU website (the A to Z feature is particularly helpful). All contact information for the DOH faculty is located on DOH's website.