

# The Graduate Study of History at San Francisco State University: Information regarding the History M.A.



**The Department of History** offers a Master of Arts degree with specialties in the history of the United States, Europe before 1500, Europe since 1500, Latin America, World History, and Gender in History. In order to meet various students' needs, the program provides training for those preparing for further graduate work, for those interested in a teaching credential, and for those planning to terminate their training at the Master's level and seek employment in areas for which they are qualified. Thus the M.A. program is designed to accommodate students' varied interests and needs as they pursue a course of study under the direction of a committee of faculty members. Students choose their own committee, based on their interests and on those of the faculty. Together with their committee, students plan a program to give both breadth and depth to their understanding of the past. Faculty members are familiar with and sensitive to the needs of students who must work, part-time or full-time, while pursuing their graduate program.

## ***The Setting***

San Francisco State University is located in the heart of the Bay Area, the fifth largest metropolitan region in the nation. The City contains important cultural institutions, including world-class opera, ballet, and symphony. Its art museums have hosted important touring exhibitions in recent years and contain impressive collections of their own. The City has a diversity of social and ethnic groups and is known for its toleration of this diversity.

The Bay Area is rich in library and other academic resources. The campus library houses more than two million items. The Frank V. de Bellis Collection is a library-museum of classical and Italian authors and subjects representing the civilizations of ancient, Renaissance, and modern Italy. The Labor Archives houses important collections for the study of labor in the American west. The Sutro Library, a branch of the California State Library located on the campus, contains a wide range of materials from the fifteenth century to the present. Major repositories located within a half-hour's travel time from the San Francisco State campus include the University of California, Berkeley; Stanford University, Palo Alto; the California Historical Society, San Francisco; the National Archives, Pacific Sierra Branch, in San Bruno; the San Francisco Public Library; and several law libraries. The Bay Area also contains many historical agencies where students can obtain on-site experience through an internship; possibilities include archives, historical museums, and agencies for architectural preservation.

## Application Requirement Checklist (details inside)

- \_\_\_\_\_ Complete the University Application available online at <http://www.csumentor.edu> (see site for deadlines)
- \_\_\_\_\_ Submit the following materials, by April 10 for Fall admission or October 15 for Spring admission, to:  
History Department Graduate Coordinator  
1600 Holloway Avenue  
San Francisco, CA 94132
- \_\_\_\_\_ 3 letters of recommendation on official letterhead that reflect your academic ability and your likelihood to succeed in the graduate study of history
- \_\_\_\_\_ Transcripts, unofficial or legible photocopies O.K. (official transcripts must be submitted with the University Application)
- \_\_\_\_\_ A writing sample, preferably a 10-15 page research paper that represents your best work

## ***Permanent History Faculty***

- Maziar Behrooz. Ph.D., University of California, Los Angeles, 1993. *Islamic World, History of Iran.*
- Christopher Chekuri. Ph.D., University of Wisconsin, Madison, 2004. *South Asia.*
- Robert W. Cherny. Ph.D., Columbia University, 1972. *U.S., Late 19th century, Progressive Era, Labor.*
- Sarah Curtis. Ph.D., University of Indiana, 1994. *Nineteenth-Century Europe, European Women, France, Social History, Cultural and Intellectual History.*
- Anthony D'Agostino. Ph.D., University of California, Los Angeles, 1971. *Soviet Union, Modern Russia, European Intellectual. European International.*
- Philip Dreyfus. Ph.D., City University of New York, 1993. *Western U.S., California, and Environmental History.*
- Trevor Getz. Ph.D., University of London, 2000. *Africa.*
- Richard Hoffman. Ph.D., University of California, Berkeley, 1972. *Ancient*
- Pi-ching Hsu. Ph.D., University of Minnesota, 1994. *China, Japan.*
- William Issel. Ph.D., University of Pennsylvania, 1969. *U.S., Culture, Society, and Politics since 1877.*
- Christopher R. Jackson. Ph.D., Harvard University, 1993. *Modern Europe.*
- Sherry Keith. Ph.D., Stanford University, 1974. *Social Sciences.*
- Laura Lisy-Wagner. Ph.D. Harvard University, 2005. *Early Modern European History.*
- Paul Longmore. Ph.D., Claremont Graduate School, 1984. *U.S. Colonial, Early National, History of Disabilities.*
- Barbara Loomis. Ph.D., University of California, Berkeley, 1988. *U.S., 19th Century, Women, Religion.*
- Dawn Mabalon. Ph.D., Stanford University, 2003. *U.S., Ethnic and Race Relations, Women, Class.*
- Abdiel Oñate. Ph.D., El Colegio de Mexico, 1984. *Latin America, Mexico.*
- Julyana G. Peard. Ph.D., Columbia University, 1990. *Latin America, Brazil, Argentina.*
- Jarbel Rodriguez. Ph.D., Princeton University, 2001. *Medieval and Renaissance Europe.*
- Jules Tygiel. Ph.D., University of California, Los Angeles, 1977. *U.S., 20th century, California, Use of Computers in Historical Research.*
- Christopher Waldrep. Ph.D., Ohio State University, 1990. *U.S., Constitutional & Legal History.*
- Megan Williams. Ph.D., Princeton University, 2002. *Late Antiquity and Early Middle Ages.*
- Eva Sheppard Wolf. Ph.D., Harvard University, 2000. *U.S., Early National Period, and Slavery.*

## **Emeriti History Faculty**

- Richard Batman. Ph.D., University of Southern California, 1965. *U.S., American West, California.*
- William N. Bonds. Ph.D., University of Wisconsin, 1968. *Medieval Europe, Late Antiquity.*
- Marilyn Boxer. Ph.D., University of California, Riverside, 1975. *Modern European Women, Social, Intellectual, Women's Studies in the U.S.*
- J. Chester Cheng. Ph.D., Cambridge University, 1950. *China, Asia.*
- Jerald A. Combs. Ph.D., University of California, Los Angeles, 1964. *U.S., Federal Period, Diplomatic.*
- James V. Compton. Ph.D., University of London, 1964. *U.S., Recent, Constitutional and Legal.*
- Mary Lowenthal Felstiner. , *Columbia University; Ph.D. (1970). Women, The Holocaust.*
- Joseph E. Illick. Ph.D., University of Pennsylvania, 1963. *U.S., Colonial, History of Childhood.*
- Ray Kelch. Ph.D., Ohio State University, 1955. *Britain, Georgian England, English Constitutional and Legal.*
- Frank L. Kidner. *Ph.D., Princeton University, 1970. 18th-century Europe, French Revolution, Church History.*
- Donald Lowe. Ph.D., University of California, Berkeley, 1957. *China, Critical Social Thought.*
- Arthur Meja. Ph.D., Stanford University, 1968. *20th century Europe, Modern France, Modern Britain.*
- Eldon Modisette. Ph.D., University of Minnesota, 1954. *U.S., Intellectual and Cultural.*
- Moses Rischin. Ph.D., Harvard University, 1957. *U.S., Ethnic and Immigration, Mass Media, Urban.*
- Sally Scully. Ph.D., Harvard University, 1975. *Renaissance, Reformation.*
- Gordon M. Seely. Ph.D., Stanford University, 1963. *U.S., History of Education, California.*
- John E. Tricamo. Ph.D., Columbia University, 1965. *U.S., Middle Period, South, Military.*

## *Application Procedure*

1. All applicants need to send the following materials to: Graduate Admissions, Office of the Graduate Division:
  - a. The Application for Admission (available online at <http://www.csumentor.edu> or by calling the Graduate Division at 415-338-2234). You do not need to send a copy of this application to the department; the necessary components will be forwarded by the Graduate Division.
  - b. An official copy of all transcripts.
  
2. All applicants should also send the following materials to: Graduate Coordinators, History Department, SFSU, 1600 Holloway Avenue, San Francisco, CA 94132:
  - a. Copy of all transcripts (need not be original/official).
  - b. Three letters of recommendation. (There is no set form for these letters; a statement about the student's abilities and likelihood of success in a graduate program, written on official letterhead, will be sufficient.)
  - c. Writing sample (preferably a 10-15 page research paper, which includes footnotes and a bibliography).
  - d. GRE Scores (The Institution Code for SFSU is R4684)
    - *Beginning with the application cycle of 2006, for applications due April 10, 2006 in advance of fall 2006 entrance into the graduate program, the History Department will require successful applicants to take the GRE. Students must receive a score of 4.0 or higher on the written essay portion of the exam in order to be considered for admission to our program. Rare individual exceptions may be made, on a case-by-case basis, for students who do not score 4.0 on the written essay but who receive a score of at least 550 (out of 800) on the verbal portion of the exam or who can otherwise demonstrate strong writing abilities in their submitted writing sample.*

\*Applications for the Department must be received by April 10 for Fall Semester admission or October 15 for Spring Semester admission. Please consult the University application for other University deadlines, such as for International students. No late applications will be considered. All supporting materials should also be received in time to meet the deadlines.

Your application to the program is also an application for the *Robert Pasker-Laurie Pitman Fellowship for Entering Graduate Students*, which is a \$3,000 fellowship, intended to encourage promising graduate students to enter our program. The Graduate Committee awards this fellowship annually to the applicant with the strongest academic record and most impressive writing sample. Applicants to the M.A. program are therefore encouraged to submit their best writing sample.

## *Admission Into the Program*

A prospective student must fulfill the general University requirements as stated in the section on "Admission to Post-Baccalaureate Study" of the *San Francisco State University Bulletin*. In addition to the general requirements, the History Department has established its own, more specialized requirements, which are described below.

An applicant may be admitted into the Graduate Program in history in one of two categories, depending upon the applicant's degree of preparation, grade point average, GRE scores, and academic promise.

### *Classified Standing*

To be considered for classified admission to the M.A. program in history, a student must have completed an **undergraduate major in history** with a minimum **grade-point average of 3.5** in the final sixty units of coursework and a GRE score of at least 4.0 on the essay section of the exam. If the student's undergraduate work

meets the department's criteria and shows promise of a successful completion of the graduate program, he or she will be admitted to classified standing.

### ***Conditional Classified Standing***

Applicants who were history majors and whose grade-point average in history fell between 3.35 and 3.5, and who received a GRE score of at least 4.0 on the essay portion of the exam, may still be considered for admission to classified standing on a conditional basis.

Students whose undergraduate major was not history, but who took approximately 24 upper division units in history and who meet the other departmental requirements, may also be considered for conditional admission. Such students may be required to take extra coursework (including History 300 and a proseminar, for example) to make up any deficiencies in their undergraduate record.

If the student's undergraduate record suggests the likelihood of a successful pursuit of graduate work, the Department may recommend that the student be admitted on a conditional basis, specifying the conditions to be met for advancement to classified standing. If the student's undergraduate record shows little promise of satisfactory work at the graduate level or insufficient training in history, the Department will recommend that admission be denied. Students who do not meet the requirements for classified standing or who are denied admission for classified conditional standing, may wish to apply to the University through Open University/College of Extended Learning in order to correct deficiencies in their record.

### ***Advising and Program Planning***

#### ***Advising***

Advising in the History Department is done on two levels. The first level is that of the Graduate Coordinators, Professors Barbara Loomis and Jarbel Rodriguez, who act as liaisons between the student and the University administration (the Graduate Division, the Office of Admissions and Records, and Student Services). Questions regarding University rules and regulations, forms and petitions, as well as matters of an official nature on a departmental level--such as the Master's Comprehensive Examination--should be directed to the Graduate Coordinators. Other advisers for the graduate program include Professors Richard Hoffman and Chris Chekuri.

The second level of advising is provided by the instructors. Soon after admission to the graduate program the student should choose an academic adviser from among the faculty in her or his area of interest. The student should meet with this adviser to help plan a proper graduate program, and should then meet periodically with the adviser to keep him or her aware of how that program is progressing. Ultimately, each student will select a committee of academic advisers who will supervise the M.A. Comprehensive Examination or the Master's Thesis. A list of instructors, with their fields, is included in this brochure. Students are strongly urged to consult with their advisers and major instructors at least once each semester.

The following advising schedule should be kept by new and continuing graduate students:

(1) For entering graduate students: In conference with the Graduate Coordinators, students will plan a complete program; that program will be recorded on a graduate record sheet that will be kept in the files of the Graduate Coordinators. Entering students are strongly encouraged to meet with the Graduate Coordinators during the Advising Day just prior to the start of the semester or no later than the first regular week of school during their initial semester.

(2) For continuing students: Students should meet with the Graduate Coordinators at the beginning of each semester in order to keep the graduate record sheet up to date. Students should also meet with their faculty adviser to report on their progress in the program.

- (3) A new requirement for continuing students: the annual graduate student review. Beginning in Spring 2006, students will be required to submit a 1-2 page, typed and double-spaced statement about their progress in the program and their plans for the future. This statement should report such developments as:
- a.) the successful completion of any conditions attached to admission,
  - b.) the completion of a language requirement or auxiliary skill,
  - c.) a list of the courses undertaken in the past year and the grades earned in them,
  - d.) a list of the courses that you hope to take in the upcoming year,
  - e.) additional training that relates to the historical discipline (such as an internship or working on a credential),
  - f.) any special accomplishments or honors.
  - g.) Please also provide a brief statement concerning your plans after the completion of the M.A.

These reports will become part of each graduate student's file. They will be due annually, on May 1, and they should be turned in to the Graduate Coordinators.

(4) For students taking the Comprehensive Examination: You must submit your GAP (Graduate Approved Program) and constitute your committee in the semester prior to your exam. To begin the process, students should meet with the Graduate Coordinators for instructions on how to complete the paperwork. In the semester when the exam is to take place, students will enroll in History 896 and meet periodically with their examining committee in order to discuss their current preparations for the examination.

(5) For students who choose to write a Thesis: You must submit your GAP and constitute your committee in the semester prior to proposing to undertake a thesis. Please see the separate section on the thesis option in this booklet for additional regulations.

The History Department realizes that many graduate students have jobs and cannot, therefore, meet with faculty advisers or the Graduate Coordinators during regular daytime office hours. Such graduate students are strongly urged to contact their adviser or the Graduate Coordinators by telephone or e-mail in order to set up a special conference time.

### ***Class Registration***

Graduate students should register for all classes through the computer. Information about registration (timing, fees, procedures) can be accessed through "MySFSU" on the campus website. Enrollment material is available for most classes in time for your priority registration date; however, schedule information and permit numbers for courses like Hist. 896, Hist. 898, and Hist. 899 will be made available during the first week of the semester.

## **Master's Degree Requirements**

The student must take a minimum of thirty units of upper division and graduate coursework. Of these units, at least one-half (fifteen units) must be graduate level work (i.e. courses numbered 700 and above). Important note: while MORE than half of the units may be graduate coursework, the number of undergraduate units must not exceed the graduate ones. In addition to coursework, the student must satisfy a Culminating Experience Requirement (either a comprehensive examination in the **major field** or a master's thesis and oral defense of thesis) and the Auxiliary Skills Requirement.

## Coursework

### 1. *Courses common to all history graduate students (6 units):*

History 700: History as a Field of Knowledge

(This course should preferably be taken in the *first* semester of study or in the semester immediately following the successful completion of any conditions attached to admission into the graduate program. Under normal circumstances, this course is a prerequisite for other graduate seminars.)

History 896: Directed Reading (the M.A. Comprehensive Examination)

*or* History 898: the Master's Thesis

### 2. *General Field and Research Requirements (24 units):*

With one exception, a candidate for the Master of Arts in History must be prepared in two fields: a major field (15 units) and a minor field (9 units). A slightly different set of requirements shapes the World History concentration; see its special requirements below. The candidate will be expected to demonstrate competence in the **major field** by passing a four-hour written comprehensive examination in that field. Under certain circumstances a student may be permitted to write a thesis and make an oral defense of the thesis in the major field of study.

Graduate coursework must include at least one **research** seminar, in which students complete research based on primary sources. The research seminar may be in either the major or minor fields of study. Usually, course descriptions will state explicitly if a seminar has been designed to be a reading or a research seminar. But, if you have doubts, be sure to ask the instructor or the Graduate Coordinators.

Note that under department rules, students may list only six units of History 899 (Special Study) on their Graduate Approved Program, three in their major field and three in their minor field. Upon approval from the Graduate Coordinator students may substitute one required graduate seminar for another.

**A. *The Major Field (15 units):*** The Major Fields consist of the history of the United States, Modern World history, Europe before 1500, Europe after 1500, Latin America, and Gender in History. Students should consult with the Graduate Coordinators and their adviser(s) to establish the necessary coursework for the major field. Upon consultation and with consent of your adviser and the Graduate Coordinator, students may take up to three units of work in their major field outside of the department.

#### (1) Europe before 1500

Required graduate courses: History 710, *Sem. in Ancient and Medieval History*

(This course must be taken twice, once with an ancient topic and once with a medieval topic; a graduate seminar in an ancient or medieval topic from another department may be substituted for one History 710; depending on the topic, History 730 may satisfy the medieval requirement.)

In addition, a minimum of three upper-division courses selected from the following or upon consultation with adviser(s) will make up the major field; courses should be chosen from both antiquity and the Middle Ages so as to provide a chronologically balanced program:

History 320, *Archaic and Classical Greece*  
History 321, *Hellenistic Greece*  
History 322, *The Roman Republic*  
History 323, *The Roman Empire*  
History 325, *Late Antiquity*

History 328, *Early Christian Church to 313*  
History 329, *Early Christian Church, 313-787*  
History 330, *The Early Middle Ages*  
History 331, *The High Middle Ages*  
History 334, *The Renaissance*

(2) Europe since 1500

Required graduate courses: History 730, *Early Modern Europe*  
History 740, *Europe since 1815*

In addition, a minimum of three upper-division courses selected from the following or upon consultation with major adviser(s); courses should be chosen from various time periods so as to provide a chronologically balanced program:

History 334, *The Renaissance*

History 336, *The Reformation*

History 338, *Louis XIV*

History 340, *The Ancient Regime*

History 342, *Europe and the French Revolution*

History 344, *Nineteenth Century Europe*

History 346, *Recent European History*

History 347, *Women in Modern Europe*

History 348, *Recent European Intellectual History*

History 389, *European International History, 1848-1918*

History 390, *European International History, 1918-present*

(3) Gender in History

Required graduate courses: History 805, *Seminar in the History of Women*

(This course may be taken twice, each time with a different topic; a second graduate seminar may be taken outside the department with the consent of a Graduate Coordinator. Or, other graduate seminars in the History Department on any topic may fulfill this requirement, if the research contains a significant gender component.)

In addition, a minimum of three upper-division courses selected from the following or upon consultation with major adviser(s):

History 313, *Comparative History of Love and Sexuality*

History 314, *Gay, Lesbian and Bisexual History*

History 347, *Women in Modern Europe*

History 467, *Women in the United States to 1890*

History 468, *Women in the United States 1890 to Present*

History 469, *Childhood: Past and Present*

History 535, *Women in Latin America*

History 575, *Women in China and Japan*

(4) Latin America

Required graduate courses: History 830, *Seminar in Latin America*

(This course may be taken twice, each time with a different topic; a second graduate seminar may be taken outside the department with the consent of the Graduate Coordinators.)

In addition, a minimum of three courses, selected with the assistance of an adviser, needs to be chosen from among the following:

History 500, *Colonial Latin America*

History 501, *Latin America: National Period*

History 520, *Central American and the Caribbean*

History 524, *History of Mexico*

History 528, *History of Brazil*

History 550, *Social Change in Latin America*

(5) Modern World History

Required graduate courses: HIST 701, *The Historiography of World History*  
HIST 850, *Topics in World History since 1500*  
One additional graduate seminar, either Hist. 740, Hist. 790, Hist. 830,  
Hist. 840, or Hist. 850.

The concentration in Modern World history combines the major and minor fields into a single package of 21 units. After completing History 701, students select graduate level and upper-division classes from three of the following four areas of study, distributing them on a 6/6/9 unit basis:

Africa  
Asia  
Lat in America  
U.S. and Europe since 1500

It is essential that students consult with an academic adviser or one of the Graduate Coordinators in the selection of electives in this field.

(6) The United States

Required graduate courses: History 780, *U.S. to 1877*  
History 790, *U.S. since 1877*

In addition, a minimum of three upper-division courses from the following or upon consultation with major adviser(s); courses should be selected so as to provide a chronological balance in the program:

History 420, *American Colonial History*  
History 422, *The Founding of the American Nation*  
History 424, *U.S. 1827-1877*  
History 426, *U.S. 1877-1916*

History 427, *U.S. 1916-1945*  
History 428, *U.S. since 1945*  
Other 400-level courses

Note: History 450, *California History*, is the one 400-level course that will not fulfill the major field requirements in U.S. History.

When consulting advisers and instructors in your major field, keep in mind that the purpose of the required and recommended upper-division courses is to fill in any gaps in your academic background. Hence, it is important to consult with an adviser to see which courses are the most appropriate for you.

**B. The Minor Field (9 units):** The Minor Field consists of nine units, three of which must be taken in a graduate seminar. The Minor Fields are the United States, Europe before 1500, Europe since 1500, Latin America, East Asia, Gender in History, the Modern World, and, with the prior approval of the Graduate Coordinators, a special field designed by the student (e.g., urban history, labor history, historiography, or public history). Students should consult with instructors and the Graduate Coordinators before constructing a Minor Field. Three units of work in the minor field may be taken outside of the department.

**C. Research:** Within the student's coursework, three graduate units must be devoted to research in either the major or minor field. If the student takes a research seminar, this requirement will be met by that course. If the student takes three reading seminars, a directed research course must be taken, preferably in the form of History 899, in conjunction with and directed by the instructor of one of the student's graduate reading seminars. This research must involve the use of primary sources and should ordinarily involve the utilization of the student's auxiliary skill.

## **Filing the Graduate Approved Program**

Each student must prepare, in consultation with the Graduate Coordinators, a Graduate Approved Program (the GAP). The GAP, which can be obtained online from the Graduate Studies website (<http://www.sfsu.edu/~gradstudy/current-form.htm>), should be filled out and filed in the penultimate semester of graduate work (with no more than six units remaining to be completed). Be sure to review the university requirements for the GAP, which are presented in conjunction with the online forms.

The GAP lists the specific courses to be fulfilled by the graduate student before the degree is awarded; it includes all history classes (and approved non-departmental classes) taken for the degree, along with the classes still to be completed in the final semester. This form is to be downloaded, printed, and signed by a Graduate Coordinator (as the "Adviser") and the department chair (as the "School Committee"). If the GAP is subsequently modified, the student must submit an Authorization for Change in the Graduate Approved Program form. After the GAP is signed and filed, the student should prepare and submit the Proposal for Culminating Experience in order to set up a formal committee either to take the Comprehensive Examination or write the Thesis. Students must possess a minimum grade point average of 3.0 when they enroll in the Culminating Experience and by departmental regulations, they may have no remaining Incompletes at that time.

In addition to the minimum thirty units of coursework for the Master's degree, the GAP also contains certification that the student has met the University's first level written English proficiency requirement, and indicates how the second level requirement will be met. In the History Department, the first level requirement is satisfied by successfully passing History 700 and the second level by successfully passing a subsequent history graduate seminar.

If the GAP lists transfer classes (up to six units of transfer credit are permissible), then a Transfer Unit Evaluation form must be submitted along with the GAP.

### ***The Comprehensive Examination in History***

It is usual for the history M.A. candidate to take the Comprehensive Written Examination in his or her major field of history. This examination is given toward the end of each semester, the exact date varying according to the academic calendar. In the semester prior to taking the exam, the student will select an examining committee of at least two members of the permanent history faculty (those holding the ranks of professor, associate professor, or assistant professor). In the fields of U.S. History, the Modern World, and Europe since 1500, the committee shall ordinarily include three members. The committee will create, read, and evaluate the exam, assigning it to one of the following categories: Pass with Distinction, Pass, or Fail. The entire selection process is formalized by means of the Culminating Experience form. Sample copies of previous examinations can be obtained from the Graduate Coordinators. At the beginning of the semester in which the exam is to be taken, the candidate must sign up for History 896; at this time, the student should confer with the Graduate Coordinators. Throughout the semester the student is obliged to meet periodically with her or his examining committee to discuss readings and preparations for the exam.

If the examination is initially failed, it may be repeated once and only once.

## *Thesis Option*

Students wishing to write a thesis must first confer with a Graduate Coordinator. The purpose of this conference is to review the student's academic record. Students will be asked to demonstrate their capacity and preparation for writing a thesis in two ways: (1) they should possess an excellent academic record with a pattern of coursework that demonstrates not only a breadth of training but also a background for doing the proposed work; (2) they should have completed a graduate research seminar with a grade of no lower than A-. The appropriateness of the general topic in terms of available faculty and potential library and archival resources will also be considered at this first meeting.

Students who successfully pass this initial screening must then submit a well-conceived research design to proposed members of the thesis committee, along with a copy of their research paper from a graduate seminar. This prospectus must include the following items:

1. A clear identification of the problem to be studied; the student should indicate the significance and importance of the problem as well as the aims and objectives of the study; a brief review of the literature should also be appended;
2. As precise a description as possible of the materials to be used in the thesis; the student should indicate here why this body of material is potentially useful and what the difficulties in using this material might be;
3. A statement of the methodology or approach to be employed in the course of the thesis;
4. A timetable for the completion of the project.

This research design will be the basis of a one-hour oral discussion, with all members of the committee present. If the committee formally approves the research design, they will then sign the Culminating Experience proposal, which the student may then file. Remember, you must submit a GAP to the Graduate Division *before* you file your Culminating Experience form. After both forms have been filed, the Graduate Division will allow you to sign up for History 898.

Students must observe specific regulations in preparing and filing the thesis. Detailed format instructions are contained in the publication *Guidelines for Preparation and Submission of Theses/Written Creative Works*, which can be obtained online (<http://www.sfsu.edu/~gradstdy/current-form.htm>). Be sure to review these guidelines before you begin submitting draft chapters of your thesis to your committee.

Enrollment in Hist. 898 is good for a full year. At the end of the first semester, you will receive a grade of WP--"Work in Progress." You will not need to pay an additional fee for the subsequent semester. Special forms, available from the Library or from the Graduate Coordinators, will allow you to request library privileges in the second semester of thesis work.

Different faculty members may have varying expectations about the process of mentoring a thesis candidate, so it is important for students to find out what their committee members require. Typically, the chair of the committee may want to approve drafts of individual chapters, while the second and third readers may prefer to wait until an overall draft is complete. At any rate, make sure that you get your final rough draft to your committee in plenty of time for them to read and evaluate the work before returning it to you for revisions. Students who wish to graduate in December **MUST** have a complete draft to their committee by October 15; students who plan to graduate in May **MUST** have their draft to their committee by March 15.

## *Auxiliary Skills*

Each M.A. candidate is expected to have one skill to aid in her or his historical study. In most cases, this will be a reading knowledge of a foreign language; but, upon advisement, a candidate specializing in United States history or the Modern World may substitute a knowledge of statistics.

For the candidate offering a foreign language, evaluation may be by either examination or coursework. Proficiency in French, German, Russian, and Spanish may be demonstrated by either of two methods of examination: (1) a score of 500 or better on the Graduate School Foreign Language Test compiled by the Educational Testing Service and administered several times a year by the University Testing Office; or (2) a passing score on the reading examination administered by the Foreign Language Department of this University. Proficiency in any other language (Chinese or Italian, for example) must be demonstrated by the second examination method only. Candidates are encouraged to consult the Foreign Language Department early in their program for diagnostic evaluation. To complete the requirement through coursework, the student may take six units of advanced level courses (through at least the second semester of the second year) in a given language. Comprehension of the language needs to be current; the coursework must have been completed within the last seven years. The courses do not have to be completed at SFSU; community colleges offer the level of coursework that will satisfy the language requirement. It is also possible to demonstrate proficiency in a language by the successful translation of material for a research project; the Graduate Coordinators can discuss this option in more detail.

For candidates offering statistics as their auxiliary skill, prior consultation with the Graduate Coordinators is required. Normally successful completion of six units of upper-division coursework in statistics, offered in the department as Hist. 660 and Hist. 661, will be evidence of that skill. See the Graduate Coordinators for more information on this particular requirement.

Students must file a Completion of Specified Graduate Requirements form when they have completed their auxiliary skill. The Graduate Coordinators must sign this form in all cases except one: the Foreign Language Department will submit this form for those students who pass the reading examination prepared by that department. It is the responsibility of each student to inform the Graduate Coordinators that he or she has satisfied this requirement.

## *Miscellaneous Regulations*

### *Transfer of Credit*

The university will generally accept, with the Graduate Coordinators' approval, up to six semester units of earned credit through a combination of SFSU Open University, any extension credit courses, and transfer work from other universities.

### *Graduate Standards*

The Graduate Division requires a 3.0 (B) average in all post-baccalaureate work before the M.A. degree can be awarded. The History Department expects its M.A. candidates to earn an A or B in all courses taken as part of the Master's program. No course in which the grade fell below a B- can be included on the Graduate Approved Program. Only 30% of a student's units can be taken on the basis of Credit/No Credit.

### *Deadline for Filing Documents*

Students are responsible for informing themselves of and meeting the deadlines for the filing of all University documents and forms. These deadlines are listed in the University Calendar printed in the *Bulletin*. The following forms or items must be submitted to the University before the granting of the degree--most, but not all, of these forms are to be filed with the Graduate Division office:

- 1) the Graduate Approved Program form;
- 2) the Culminating Experience Requirement form;
- 3) the Completion of Specified Graduate Requirements form for satisfactory completion of either the language or statistics requirement;
- 4) the Completion of Specified Requirements form for the Comprehensive Written Examination or the Oral Defense of Thesis, whichever is appropriate;
- 5) the Thesis, if appropriate;
- 6) and the Application for the Degree.

University policy specifies that students have seven years in which to complete a Master's degree. In the unlikely event that a student takes longer than seven years, then he or she becomes subject to the special conditions of *California Administrative Code, Title 5, Education*. Students who fall into this category should contact the Graduate Coordinators.

### **New Graduate Program Policies and Procedures**

#### ***Validity of Graduate Approved Program***

The Graduate Approved Program (GAP) on file with the Graduate Division will be valid only during the time a student is enrolled and retains continuing registration eligibility\* in the University. Students who lose their continuing registration eligibility will have their filed GAP program voided. Students wishing to renew their work toward the graduate degree will need to be readmitted to classified standing in the department and to file a new GAP that meets current requirements (or to file a Request to Activate Previously Filed Documents if no new curriculum requirements are in effect), and will be subject to any new policies and procedures implemented during their absence from the University. There is one exception. If the only degree requirement pending is the completion of the thesis, and it is within the seven year limit, you do not have to apply for readmission. You just have to complete the thesis and file for graduation.

#### ***Time Limitations for the M.A. Thesis***

All students who select to write a thesis as their "Culminating Experience Requirement" must register for the 898 course (only once). If you do not complete the thesis at the end of the semester or summer session of registration, you will be issued a grade of WP (Work in Progress) or an NC (no credit) grade if progress has been unsatisfactory. When the thesis has been approved by the candidate's committee and accepted by Graduate Division, the Graduate Coordinator will submit to the Registrar's office a grade change from a "WP" to a "CR" (credit) for the units of course 898.

Remember that you have (only) seven years for the completion of all degree requirements, including the submission of the "Application for Graduate Degree."

\* Students lose continuing registration ability when they are absent from the University for more than one term.

## *Conclusion*

Welcome to the sometimes-confusing world of university regulations and bureaucracy. You have begun what we hope will be an exciting academic experience. Your first experience in the program may seem a bit overwhelming. Please understand that this is true for any first-time experience in graduate school, for there is a big jump from undergraduate to graduate education. The faculty of the History Department is here to help you through the entire process from entry to completion, so do not hesitate to contact any instructor or a graduate adviser or the Graduate Coordinators if you encounter difficulties or have a question. The graduate degree program has been developed to make it possible for you to complete it within a reasonable period of time with a maximum amount of learning. The faculty is here to help you leave the program academically enriched and proud of having been a member of the History Department. The best of luck to you in the course of your stay with us.

Last Updated 5/10/2006

*Planning Form: History Master's of Arts*

Name: \_\_\_\_\_  
Student  
ID  
Number: \_\_\_\_\_  
Address: \_\_\_\_\_

Date Admitted: \_\_\_\_\_ Major Field: \_\_\_\_\_

Conditions of Admission: \_\_\_\_\_ Minor Field: \_\_\_\_\_

\_\_\_\_\_ Auxiliary Skill: \_\_\_\_\_

Courses in the Major Field taken while an Undergraduate Student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Courses required to complete the Major Field (15 units):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Courses required to complete the Minor Field (9 units):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Courses required of *all* graduate students:

History 700  
History 896 or 898

Examination or Thesis Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_