

The Graduate Study of History at San Francisco State University:

The MA in History

The Department of History offers a Master of Arts degree with specialties in the history of the United States, Europe before 1500, Europe after 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.

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 A. 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*

Jessica Elkind. Ph.D., University of California, Los Angeles, 2005. *U.S. Foreign Relations, Recent U.S., S.E. Asia*

Trevor Getz. Ph.D., University of London, 2000. *Africa, History and Memory*

Richard Hoffman. Ph.D., University of California, Berkeley, 1972. *Ancient Rome, Greece, Egypt, Mediterranean [Teaches Fall Semesters Only]*

Pi-ching Hsu Ph.D., University of Minnesota, 1994. *China, Japan*

Sherry Keith. Ph.D., Stanford University, 1974. *Social Sciences*

Laura Lisy-Wagner. Ph.D., Harvard University, 2005. *Early Modern Europe, Cultural and Intellectual history, history of sexuality*

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*

Molly Oshatz, Ph.D., University of California Berkeley. *U.S., Religious and Intellectual History*

Julyana G. Peard. Ph.D., Columbia University, 1990. *Latin America, Brazil, Argentina*

Charles Postel. Ph.D., UC Berkeley, 2002. *U.S. Twentieth-Century*

Jarbel Rodriguez. Ph.D., Princeton University, 2001. *Medieval and Renaissance Europe; Medievalism*

Christopher Waldrep. Ph.D., Ohio State University, 1990. *U.S., Constitutional & Legal History*

Megan Williams, Ph.D., Princeton University, 2002, *Late Antiquity, History of Christianity*

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.*

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. Ph.D., Stanford University, 1971. *Women, the Holocaust.*

Joseph E. Illick. Ph.D., University of Pennsylvania, 1963. *U.S., Colonial, History of Childhood.*

William Issel. Ph.D., University of Pennsylvania, 1969. *U.S., Culture, Society, and Politics since 1877.*

Frank L. Kidner. Ph.D., Princeton University, 1970. *18th-century Europe, French Revolution, Church History.*

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.*

Gordon M. Seely. Ph.D., Stanford University, 1963. *U.S., History of Education, California.*

Application Procedure

The application to the Master's Program consists of **two separate parts**, one of which must go to Graduate Studies and the other which must be sent directly to the history Department. It is the applicant's responsibility to ensure that Graduate Studies and the History Department have received every part of his or her application by the deadline dates (see below). **You must complete both parts for your application to be reviewed.**

1. These items go 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.**

All applications need to send the above materials to:

San Francisco State University
Division of Graduate Studies, ADM 254
1600 Holloway Avenue
San Francisco, CA 94132

2. These items go to: **Graduate-Coordinators**, History Department:

a. **Statement of Purpose:** The statement of purpose (maximum of 1000 words) should tell us a little bit about you including why you are interested in history and your development and preparation as a historian to this point. Also describe your planned field(s) of study and career goals as you see them now. Finally, tell us why you think San Francisco State would be a good place for you to continue your intellectual development.

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. Ideally, these letters should be written by professors who are familiar with your academic skills and potentials. Letters from employers and others who know your work are acceptable, but they are not as useful to us in gauging your academic potential.

c. **Writing sample:** This would preferably be a 10-20 page research paper, which includes footnotes and a bibliography.

d. **GRE Scores** (The Institution Code for SFSU is R4684)

The History Department requires 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 February 15 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. Late applications will put the candidate at a disadvantage during the admissions process and may result in the applicant being placed on a wait list or not admitted at all. All supporting materials should also be received in time to meet the deadlines.

Admission to 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.

Admission Classification

To be considered for admission all applicants must have a degree in history or the equivalent (8-9 **upper division** courses in history; 24-27 semester units; 32-36 quarter units); a 3.35 GPA 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 the program.

All applicants who are admitted will enter with Conditionally Classified Standing. For applicants with very strong applications, the condition is likely to be nothing more than making progress toward finishing the degree in a timely fashion. For students whose application is deemed by the department to have some weaknesses, other conditions may apply and students will be informed as to what those conditions are in their letter of admission.

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 admission, may wish to apply to the University through Open University/College of Extended Learning in order to correct deficiencies in their record.

Registering

1. Expressing your intent to register: If you decide to attend San Francisco State once you are admitted you need to inform the university and the department of your intent to register. Within two weeks of receiving your letter of admission to the university, you must notify the university of your intent to register by going to <http://www.sfsu.edu/admit> and following the instructions. Your letter of admission from the department will have information on how to let the department know you intend to register.
2. Register for Class: Go to <http://www.sfsu.edu/student>, log on to *MySFSU* and click on Registration Time for your 24 hour priority registration.
3. There is more information on registration and signing up for classes in the SF State Grad Guide.

Advising and Program Planning and Class Registration

Advising

Advising in the History Department is done on two levels. The first level is that of the Graduate Coordinators, Professors Jessica Elkind and Sarah Curtis, 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. Students interested in the World History program can also contact Chris Chekuri. Dawn Mabalon is the coordinator for the teaching internships and Philip Dreyfus is the coordinator for graduate assistantships.

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) All continuing students are required to submit an annual review of their activities for that year. The review should be 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 online. Information about registration (timing, fees, and 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 30 units of upper division and graduate coursework. Of these units, at least 18 (15 for students who enrolled before the Fall 2010 semester) must be graduate level work (i.e. courses numbered 700 and above). 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 the thesis) and the Auxiliary Skills Requirement.

Coursework

Distribution of Courses for History Master's Degree

HIST 700	3 units (3 graduate level)
HIST 896 or 898	3 units (3 graduate level)
Major Field	15 units (6-9 graduate level)
Minor Field	9 units (3-6 graduate level)
TOTAL	30 units (18 graduate level)

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):

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 university 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, World history, Europe before 1500, Europe after 1500, Early Modern Europe, 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. The major field consists of 2-3 graduate seminars and 2-3 undergraduate courses (total of 5 courses or 15 units). Please note that graduate seminars may be taken more than once as long as it is on a different topic. Moreover, upon consultation and with consent of your adviser and the Graduate Coordinator, students may take up to three units of work in the major field outside of the department.

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 and in anticipation of comprehensive examinations. Hence, it is important to consult with an adviser to see which courses are the most appropriate for you.

(1) Europe before 1500

Required graduate courses: History 710, *Seminar in Ancient and Medieval History* and History 720, *Seminar in Medieval History*

(In some cases, a graduate seminar in an ancient or medieval topic from another department may be substituted for either History 710 or History 720; depending on the topic, History 730 may satisfy the medieval requirement.)

In addition, two or three upper-division courses selected from the following list 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, <i>Archaic and Classical Greece</i>	History 329, <i>Early Christian Church, 313-787</i>
History 321, <i>Hellenistic Greece</i>	History 330, <i>The Early Middle Ages</i>
History 322, <i>The Roman Republic</i>	History 331, <i>The High Middle Ages</i>
History 323, <i>The Roman Empire</i>	History 334, <i>The Renaissance</i>
History 325, <i>Late Antiquity</i>	History 632, <i>Jewish History to 1650</i>

(2) Europe since 1500

Required graduate courses: History 730, *Seminar in Early Modern Europe* and History 740, *Seminar in European History since 1815*

In addition, two or 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, <i>The Renaissance</i>	History 348, <i>Modern European Intellectual and Cultural History</i>
History 336, <i>The Reformation</i>	History 385, <i>The Russian Revolution</i>
History 337, <i>Knowing and Unknowing</i>	History 386, <i>Soviet Russia, the West, and the Cold War</i>
History 342, <i>Europe and the French Revolution</i>	History 389, <i>European International History, 1848-1918</i>
History 344, <i>Nineteenth-Century Europe</i>	History 390, <i>European International History, 1918-present</i>
History 346, <i>Recent European History</i>	
History 347, <i>Women in Modern Europe</i>	

(3) Europe – Early Modern

Required graduate courses: History 720, *Seminar in Medieval History* and
History 730, *Seminar in Early Modern History*

Depending on the topic, History 740 may also be used. In addition, students may also select two or three upper division courses from the following list or upon consultation with an adviser:

History 331, <i>The High Middle Ages</i>	History 342, <i>Europe and the French Revolution</i>
History 334, <i>The Renaissance</i>	History 349, <i>Topics in European History</i>
History 336, <i>The Reformation</i>	History 632, <i>Jewish History to 1650</i>
History 337, <i>Knowing and Unknowing</i>	

(4) 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, two or three upper-division courses selected from the following or upon consultation with major adviser(s):

History 313, <i>Comparative History of Love and Sexuality</i>	History 468, <i>Women in the United States 1890 to Present</i>
History 314, <i>Gay, Lesbian and Bisexual History</i>	History 469, <i>Childhood: -Past and Present</i>
History 347, <i>Women in Modern Europe</i>	History 535, <i>Women in Latin America</i>
History 467, <i>Women in the United States to 1890</i>	History 575, <i>Women in China and Japan</i>

(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, two or three courses, selected with the assistance of an adviser, needs to be chosen from among the following:

History 500, <i>Colonial Latin America</i>	History 520, <i>Central American and the Caribbean</i>
History 501, <i>Latin America: National Period</i>	History 524, <i>History of Mexico</i>

(5) World History

The World History concentration is structured differently than the other concentrations. Students must build their major fields along a transcultural and transregional theme (e.g. colonialism). Their minor fields must be rooted in a specific geographic area (e.g. the Middle East, the US, etc.)

Required graduate courses: History 701, *The Historiography of World History* and History 850, *Topics in World History since 1500 or other appropriate graduate seminars*

The following classes have been selected for automatic inclusion in the World History concentration. Students must select from these classes to fulfill major field requirements. If you are interested in taking a class not on this list for your major field you must get prior approval from one of the graduate coordinators and be prepared to make a case for the importance of the class in your particular field.

HIST 313, <i>Comparative History of Love and Sexuality</i>	HIST 584, <i>History of Indian Subcontinent</i>
HIST 317, <i>Holocaust and Genocide</i>	HIST 588, <i>History of Southeast Asia</i>
HIST 323, <i>Imperial Rome</i>	HIST 604, <i>Islamic World I: 500-1500</i>
HIST 325, <i>Late Antiquity</i>	HIST 605, <i>Islamic World II: 1500-Present</i>
HIST 326, <i>Byzantine Empire</i>	HIST 611, <i>Modern Africa</i>
HIST 327, <i>Mediterranean World</i>	HIST 632, <i>Jewish History: Beginnings to 1650</i>
HIST 386, <i>Soviet Russia, the West, and the Cold War</i>	HIST 633, <i>Jewish History: 1650-Present</i>
HIST 389, <i>European International History, 1848-1918</i>	HIST 640, <i>Various Topics on Advisement</i>
HIST 390, <i>European International History, 1918-1945</i>	HIST 642, <i>Various Topics on Advisement</i>
HIST 400, <i>History of Modern European Imperialism</i>	HIST 644, <i>Various Topics on Advisement</i>
HIST 460, <i>U.S. Foreign Relations to 1913</i>	HIST 710, <i>Various Topics on Advisement</i>
HIST 461, <i>U.S. Foreign Relations, 1913-Present</i>	HIST 720, <i>Various Topics on Advisement</i>
HIST 473, <i>Unfree Labor</i>	HIST 740, <i>Various Topics on Advisement</i>
HIST 500, <i>Colonial Latin America</i>	HIST 790, <i>Various Topics on Advisement</i>
HIST 550, <i>Social Change in Latin America</i>	HIST 830, <i>Various Topics on Advisement</i>
HIST 570, <i>Imperial China</i>	HIST 840, <i>Various Topics on Advisement</i>
HIST 571, <i>Modern China</i>	HIST 850, <i>Various Topics on Advisement</i>

(6) The United States

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

In addition, students may also select up to three upper-division courses from the following list 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.

B. The Minor Field (9 units)

The Minor Field consists of 1-2 graduate seminars and 1-2 undergraduate courses for a total of 3 courses (9 units). The Minor Fields are the United States, Europe before 1500, Europe since 1500, Early Modern Europe, 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.

D. Auxiliary Skills

Each M.A. candidate is expected to have one skill to aid in her or his historical study. In almost all cases, this skill will be a reading knowledge of a foreign language; but, upon advisement, a candidate may design a two semester course of study in another skill that is relevant to their research.

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 faculty of the History Department once a semester (typically during the first or second week of classes). Proficiency in any other language (Chinese or Italian, for example) must be demonstrated by the second examination method only. To complete the requirement through coursework, the student should 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.

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 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.

Filing the Graduate Approved Program

Each student must prepare, in consultation with the Graduate Coordinators, a Graduate Approved Program (the GAP). The GAP form, 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 a score of 4.0 or higher in the essay portion of the GRE and the second level by successfully completing the writing requirements of HIST 700.

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.

Exam and Thesis

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, World History, and Europe since 1500, the committee shall ordinarily include three members. The members of the exam committee will be selected from faculty in the student's major field only. Ordinarily, the student will have completed coursework with the faculty who serve on the committee.

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. 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.

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.

Written English Proficiency Requirement

Level One: assessment of the writing sample based on graduate-level rubrics; completion of writing component of GRE with a score of 4.0 or better. **Level Two:** satisfactorily completing the writing requirements in History 700.

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 the language 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 lose continuing registration ability when they are absent from the University for more than one term.] 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 only 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.”

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 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.

(Disclaimer: The History Department maintains an extensive and up-to-date website that duplicates the information found here and also provides extensive links, forms, and additional resources. We encourage all graduate students and prospective graduate students to familiarize themselves with the website. In cases of conflict between the website and this manual, the information found on the website will take precedence.)

Last Updated 5/4/2011

Planning Form: History Master's of Arts

Name:	
Student ID Number:	
Address:	
Date Admitted:	
Major 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:
