

Kansas State University
Department of History
GRADUATE HANDBOOK

THE M.A. DEGREE

Revised 1994

Includes All Further Revisions through June 2012

Admission

Correspondence regarding admission to the Graduate School should be addressed to the Chair, who will supply application forms and information. The applicant should see that each undergraduate and graduate institution that he or she has previously attended sends one copy of its official transcript directly to the Department. Transcripts will not be returned. Also required for admission are completion of the Graduate Record Examination (General Test only, the Subject Test in History is not required), a statement of objectives, a supplementary information sheet, and letters of recommendation from at least three persons familiar with the applicant's academic record and abilities. The application will be considered by the Graduate Admissions and Awards Committee, which will make a recommendation to the Chair. If the applicant is accepted, the application form, signed by the Chair, will be sent to the Graduate School, together with an official copy of the transcript. The other materials, including another copy of each transcript and a copy of the signed application form, will be retained in the Department and placed in the applicant's file. If the application is approved by the Graduate School, a letter of admission will be sent to the applicant by the Dean of the Graduate School indicating the conditions of his or her admission. Graduate credit transferred from other institutions may not exceed ten semester hours, and no credit can be transferred that was not awarded a grade of B or better (Grad. Hdbk., 2.D.5). To be used to fulfill degree requirements, courses transferred must be approved by the supervisory committee and appear on the student's program.

Advising

Before the first registration, the Chair shall assign as advisor, who will act as major professor until the program of study is filed. (Grad. Hdbk., 2.B.; Dept. Minutes 16 Dec 86, #6, 21 Mar 90).

The Supervisory Committee and Program of Study

By the end of his or her second semester in residence, the student, after consultation with the advisor, must select a supervisory committee consisting of a major professor and at least two other members of the Graduate Faculty, one of whom may be from outside the department. This committee will approve the program of study, which must be submitted to the Graduate School by the end of the second semester in residence. Students who have not met this requirement may not register for a third semester's courses (Dept. Minutes, 16 Dec 86, 21 Mar 90, 12 Feb 2004).

The student, while in residence, is expected to meet with the entire committee in the first year of residency, and at least once each academic year thereafter. Following the meeting, the major professor shall file with the Director of Graduate Studies a brief of report on the student's progress (Dept. Minutes, 24 Feb 93).

Degree Requirements

The M.A. Requirements are:

A. Completion of at least 30 hours of graduate work as listed on the program of study, including six hours credit in M.A. Research for a thesis or two hours for a report. The courses must include one course in historiography and at least one research seminar. The courses taken for the M.A. must include a total of at least two 900-level courses other than readings or problems in History (M.A. Requirements, 20 Oct 70). However, a student must be enrolled in at least one 800 or 900-level history course (other than readings or problems) every regular semester in residence unless there is only a thesis to complete or the student has been excused by his or her supervisory committee. The committee should provide written explanation for such exceptions to the Chair (Letter from Head, 20 Aug 73.)

B. Completion of an approved master's thesis or report or selection of the non-thesis, non-report option. The master's thesis represents the results of an investigation based largely on primary materials (manuscript and archival holdings, newspapers, government publications, and other published and unpublished contemporary materials) and some historical problem or topic approved by the candidate's supervisory committee. Its purpose is to demonstrate the candidate's capacity to organize and analyze original materials by constructing an historical argument based on these materials, the major tenets and conclusions of which are acceptable to the supervisory committee. The thesis should also demonstrate substantial literary achievement by the attention its author gives to elements of good writing such as proper organization, clarity of expression and cogency of argument. Normally the length of the thesis should be between 75 and 100 pages (Dept. Minutes, 7 Dec 73). Six hours credit in M.A. Research (Hist 899) are required for a thesis and two hours for a report. A report should in general meet the same requirements as the thesis, but be about half the length. The thesis or report must be prepared in accordance with the Graduate School's Student Guide for Masters and Doctoral Candidates.

Non-thesis, Non-report Option. With the approval of the supervisory committee, the student may be allowed to complete a non-thesis, non-report degree, which requires thirty hours of courses, including Historiography, at least one research seminar, and a total of at least three 900-level courses in History other than readings and problems (M.A. Requirements, 10 Oct 70).

C. Satisfactory Performance in M.A. Examination. The M.A. examination is given by the supervisory committee and is taken after all other requirements for the degree have been met. If the student completes a thesis or report, the examination will normally consist of an oral examination over the thesis or report. At the option of the committee the oral may also cover coursework or may be replaced by a three-hour written exam over the coursework. A student

choosing a non-thesis, non-report option must complete a three-hour written examination over coursework.

1. Approval form. At least two weeks prior to the examination, the student will pick up from the Graduate School the master's approval form and see that it is signed by the committee and the Chair of the department and returned to the Graduate School. This form certifies that the supervisory committee has received the thesis or report.

2. Examinations. For an oral examination, the student will arrange with his or her committee as to the time and place and so notify the Graduate School at the time the completed approval form is returned to them. This form should be returned several days before the scheduled date of the examination, so that the Graduate School can send a ballot and official notification of the examination to the Committee.

In the case of a written examination, the Director of Graduate Studies will be responsible for collecting the questions from the committee and for conducting the examination. The Director of Graduate Studies will be responsible for distributing the examination papers to the committee members, who will return the graded papers to the major professor within one week.

3. Ballot. After either an oral or written examination, the major professor will secure the signatures of the committee on the ballot and return it to the Graduate School after making a copy for the student's file. The major professor will also notify the Director of Graduate Studies of the results and see that the examination papers and questions are placed in the student's file (Dept. Minutes, 30 Apr 74).

4. Failures. If a candidate fails the examination, he or she shall be allowed to take a second examination, which cannot take place less than two months or more than fifteen months after the failed examination unless an extension is granted by the Dean of the Graduate School. No third trial will be allowed (Grad. Hdbk., 2.J.3).

Foreign Language

There is no general requirement of foreign language proficiency for the M.A. degree; however, the supervisory committee may require a student to demonstrate reading knowledge at the "intermediate-high" level for a foreign language appropriate to his or her thesis research. Competence may be exhibited through the KSU Modern Languages Department Examinations. Students, especially those who intend to go on for the Ph.D. degree, are encouraged to acquire language skills and are urged to consult early with their supervisory committees on the language requirement. (Dept. Minutes, 18 Feb 75, 26 Feb 90, 20 Apr 00).

Transition from the Master's Program to the Doctoral Program

Some students who wish to proceed from the master's program to the doctoral program may elect to take coursework beyond that listed in the master's Program of Study before they have gained admission to the doctoral program. This occurs commonly in the case of students who

have finished all of the coursework required for a master's but have not yet passed the final examination. In this case, students may request that up to 9 hours of coursework taken before the awarding of the master's degree and beyond that listed on the master's Program of Study be applied toward the 30 hours of additional coursework required for the Ph.D. However, the final decision regarding the acceptability of such coursework for the doctoral Program of Study rests with the doctoral supervisory committee and the Graduate School.

Readings and Problems Courses

Courses in readings or problems will only be authorized by the Department Chair after receiving a form signed by the professor concerned, through which he or she expresses willingness to take on this additional responsibility (Letter from Chair, 1 Nov 72). No more than three hours of individualized courses (readings or problems) may be applied to the master's degree (Grad Hdbk., 2.D.2). Graduate students taking readings or problems courses should be enrolled in History 985 or 986.

Revalidation of Courses

If a student's program of study includes any course credits more than six years old at the time the student is about to complete all degree requirements, the final master's examination will normally include an examination over the body of course work listed on the program of study (Grad. Hdbk., 2.J.4.).

Enforcement

These requirements shall be enforced by the Chair. Normally this responsibility is delegated to the Director of Graduate Studies (Dept. Minutes, 18 Feb 75).

Graduate Handbook

For additional information on the Graduate School's requirements, students and faculty should consult the *KSU Graduate Handbook*.

THE PH.D. DEGREE

Revised September 1997

Includes Revisions through June 2012

The Ph.D. degree in History is more than the mere accumulation of course credits. It is granted only after the student has demonstrated a mastery of the literature of a substantial area of historical study and shown ability to do independent original research. Moreover, the student retains the individual responsibility to do whatever is necessary, above and beyond formal requirements, to attain professional competence in the discipline. The students will show evidence of such competence by passing preliminary examinations and writing an acceptable dissertation. The doctoral degree at Kansas State requires a minimum of three years of two semesters each of graduate study beyond the bachelor's degree, or at least 90 semester hours (60 hours beyond the master's degree), including 30 hours of credit at Kansas State University for dissertation research.

Admission

To be admitted to the doctoral program, an applicant must have received the master's degree. Correspondence regarding admission to the Graduate School should be addressed to the Chair, who will supply the application and information. The applicant should see that each undergraduate and graduate institution that he or she has previously attended sends one copy of its official transcript directly to the Department. Transcripts will not be returned. Also required for admission are completion of the Graduate Record Examination (General Test only, the Subject Test in History is not required), a statement of objectives, a supplementary information sheet and letters of recommendation from at least three persons familiar with the applicant's academic record and abilities. If the applicant has recently completed a master's degree in History from Kansas State University, he or she will normally need only to complete an application form, receive the recommendations of the members of the M.A. supervisory committee, and be recommended to the Chair by the Graduate Admissions and Awards Committee. Applicants who have both their bachelor's and master's degree from Kansas State University will not normally be admitted (Dept. Minutes, 26 Mar 70). The application will be considered by the Graduate Admissions and Awards Committee, which will make the recommendation to the Chair. If the applicant is accepted, the application form, signed by the Chair, will be sent to the Graduate School, together with an official copy of each transcript. The other materials, including another copy of each transcript and a copy of the signed application form, will be retained in the Department and placed in the applicant's file. If the application is approved by the Graduate School, a letter of admission will be sent to the applicant by the Dean of the Graduate School indicating the conditions of his or her admission. Before an applicant for the doctoral program can be accepted for admission, a member of the graduate faculty of the History Department must agree in writing to serve as major professor. Ordinarily this agreement will be secured by the Graduate Admissions and Awards Committee.

Advising

Before the first registration, the Chair shall assign a major professor (normally the faculty member who agreed to serve) who will advise the student (Dept. Minutes, 16 Dec 86, #6).

Supervisory Committee

By the end of his or her second semester in residence, the student (after consultation with the major professor) must select a supervisory committee (Dept. Minutes, 21 Mar 90). The Ph.D. supervisory committee shall include the major professor, three other members of the History Graduate Faculty, and one member of the graduate faculty from another department (Dept. Minutes, 16 Dec 86, #6 Grad, Hdbk., 3.B). Students who have not yet met this requirement may not register for a third semester's courses (Dept. Minutes, 21 Mar 90). The committee, in conference with the student, shall formulate a program of study and file it with the Graduate School. This program will include at least 30 hours of course work beyond the master's degree. Up to 30 hours from the master's degree may be included if considered relevant by the committee. These can include no more than six hours of research for an M.A. thesis or two hours for an M.A. report (Dept. Minutes, 11 Nov 75; Grad. Hdbk., 3.A).

The student, while in residence, is expected to meet with the entire supervisory committee at least once each academic year. Following the meeting the major professor shall file with the Director of Graduate Studies a brief report in the student's progress (Dept. Minutes, 24 Feb 93).

Historiography

Ph.D. candidates must earn three credit hours in History 801 (Historiography). This requirement may be waived if a student has successfully completed a three-hour graduate-level course in historiography at another university, but only by permission of the Chair on the recommendation of the supervisory committee and in consultation with the Historiography instructor. It is the department's intention that Historiography be taken in the student's first year (Dept. Minutes, 5 Dec 86, #4). If historiography is not offered within a year after the student's entry into the program, the requirement will be waived.

Seminars and Other 900-level Courses

Students will prepare for the preliminary examinations in history primarily by taking seminars or other 900-level courses. Seminars are courses devoted mainly to research in primary sources and preparation of a major research paper (Dept. Minutes, 16 Dec 86, #7). Doctoral students must include in their programs of study at least one such research seminar. Other 900-level that are listed for a specific instructor, time, and place in the line schedule explore the issues and the historical literature of a particular area of scholarship (Dept. Minutes, 5 Dec 86, #2). Every two years the department will offer a sequence of 900-level courses in United States History. These courses are intended to acquaint students with the major issues and most important literature of each period. In every two-year period the department will also offer courses which explore the literature and issues of selected areas of modern and recent European history (Dept. Minutes, 16 Dec 86, #8). All Ph.D. students in residence must enroll in at least one 800 or 900-level course

(other than readings or problems) each semester, except those who have been admitted to candidacy or otherwise excused by their supervisory committee. The committee should provide written explanation for such exceptions to the Chair (Letter from Chair, 20 Aug 73). A Ph.D. student must take at least one 900-level history course in an area outside his or her field (Dept. Minutes, 16 Dec 86, #8).

Readings and Problems Courses

For those fields where 900-level courses might not be offered, the faculty member responsible for the field will be encouraged to offer the student a readings or problems course (Ph.D. requirements, 14 May 70). Courses in readings or problems will only be authorized by the department Chair after receiving a form [*see*: p. 16 of this Handbook] signed by the professor concerned, through which he or she expresses willingness to take on this additional responsibility (Letter from Chair, 1 Nov 72). No more than six hours of individualized study (readings and problems courses) may appear on the program (Grad. Hdbk, 3.D.2). Graduate students taking readings or problems courses should be enrolled in History 985 or 986.

Foreign Language Requirement

Doctoral students must establish an intermediate-mid level of reading proficiency in a foreign language. Students will demonstrate their proficiency by one of the following methods:

- (1) A student may provide evidence that he or she passed a four-semester sequence, or the equivalent, in one foreign language at the undergraduate level with an overall grade point average of 3.0 or better. In addition, the student must have achieved a 3.0 or better in the fourth or final course in the sequence. In the case of students whose coursework makes it difficult to determine if they have met this standard, the Chair and the Director of Graduate Studies will, in consultation with the major advisor, determine the student's status. Or,
- (2) A student may provide evidence that he or she passed an equivalent graduate-level reading/translation examination at another accredited university. Or,
- (3) A student may pass a foreign language examination certifying reading/translation proficiency at the "intermediate-high" level, defined by the American Council for the Teaching of Foreign Languages (ACTFL) as follows:

"Able to read consistently with full understanding simple connected texts dealing with basic personal and social needs about which the reader has personal interest and/or knowledge. Can get some main ideas and information from texts at the next higher level featuring description and narration. Structural complexity may interfere with comprehension; for example, basic grammatical relations may be misinterpreted and temporal references may rely primarily on lexical items. Has some difficulty with the cohesive factors in discourse, such as matching pronouns with referents. While texts do not differ significantly from those at the

Advanced level, comprehension is less consistent. May have to read material several times for understanding.”

The reading comprehension examination shall be set by an appropriate expert in the Department of Modern Languages in consultation with the student. The examination shall be administered under the following conditions:

- a. The student will be permitted to use any dictionaries, verb books or other standard tools he or she deems necessary.
- b. The student will receive a copy of his or her submission from the evaluator after it has been graded and given a copy of the evaluator's comments explaining his or her assessment of the student's performance.

In exceptional circumstances – including but not limited to, the possibility that the student's chosen language cannot be evaluated by the Department of Modern Languages – the doctoral committee, with the approval of the Director of Graduate Studies and the Chair of the Department of History, may devise a remedy satisfactory to all so the examination to proceed in a timely manner.

Supervisory committees may specify which of the three methods the student must use to demonstrate proficiency. Further, the supervisory committee may require that the student demonstrate a higher standard of proficiency in a foreign language, and/or additional specialized research skills, including an additional foreign language.

All Ph.D. students must complete the foreign language requirement and any other research proficiencies required by their supervisory committee prior to the taking of the preliminary examination.

The Chair of the Department of History will supervise procedures that will insure the orderly recording of the results of language proficiency examinations or the certification of other research proficiency requirements. [approved by Faculty vote, April 2007] (see: pertinent forms printed on pp. 17-18 of this Handbook)

Preliminary Examinations

Form: The preliminary examinations consist of a set of written examinations, one in a general field and one in each of the specific fields chosen by the student in consultation with the supervisory committee, and a single oral examination covering all of the fields.

Each doctoral student must stand for examination in one of the following general fields of history: United States (including the colonial period), medieval European, early modern European (from the Renaissance to 1789), or modern European (1789 to present). The general field examination will be prepared and graded by a standing committee of the department for that field appointed by the Chair. Each general field committee shall consist of at least three

members of the graduate faculty (Dept. Minutes, 15 Dec 86, #5). The student will be expected to demonstrate a knowledge of the pertinent bibliography of the chosen field. The current practice specifies electronic submission of the text and electronic filing of the answers, and the time allowed is 72 hours. The examination may, for example, consist of a six-hour exam taken in two three-hour sessions, or a take-home exam to be completed and returned within 72 hours. In any semester, all students taking a particular general field exam will take it in the same format. The general field committee will notify students of the exam format no later than the beginning of the semester in which the exam takes place (Dept. minutes, 20 Apr 05).

The European field committees are permitted to offer questions written in a foreign language in which the candidate has passed a reading knowledge examination, with no more than one-half of the questions on one examination in a foreign language. Candidates have the right to answer the in English. Candidates will be permitted to bring a dictionary to the examination (Dept. Minutes, 2 Dec 75).

Each doctoral student must stand for examination in three special fields to be determined by the student in consultation with the supervisory committee. One of them must be from outside history, or be methodologically, chronologically, or geographically distinct from the student's major field. In the former case – a field outside history – a faculty member from that discipline will serve as the outside member of the committee. (Dept. Minutes, 26 Feb 90, 9 Mar 05).

The written examination in each special field will be prepared and graded by the faculty member responsible for that special field. The examination may take any one of three forms: four hours, closed book and closed note, with no Internet access; eight hours, open book and open note, with Internet access at the discretion of the examiner; or forty-eight hours, open book and open note with Internet access. The four-hour examination will be administered on campus. The eight-hour examination may be taken on campus or at a location chosen by the student, with the determination to be made by the examiner in consultation with the student. The forty-eight-hour examination may be taken at a location chosen by the student. (Dept. Minutes 15 Dec 2012)

The department and the supervisory committee will make all reasonable accommodations for students with disabilities documented by the Disabilities Services office on campus. (Dept. Minutes, 12 Oct 2011)

Administration: Full-time students should normally plan to stand for their preliminary examinations within three years of beginning a doctoral program. No student may take preliminary examinations before satisfying the full language requirement, and ordinarily a student will not take the examinations until after course work has been completed.

Written examinations may be scheduled once each semester, normally in early October and early March, and they may be administered over a period of time not to exceed fourteen consecutive days.

The student has an important role in arranging for the examinations. In the first place, each student wishing to stand for examination in a given semester should notify the Director of Graduate Studies no later than the first week of that semester. The student should indicate his or her intention to stand for the examination, the general and special fields examinations, and the examiner for each special field. The Director of Graduate Studies will arrange for the scheduling, preparation, and administration of the written examinations, but the student must take the responsibility for scheduling the oral examination. Even before the beginning of the

written examinations, the student should consult with the examiners in order to schedule a tentative time for the oral examination. The time selected should normally be no sooner than two weeks, but no later than four weeks after the end of the written examinations. Once the time for the oral examination is agreed upon, the student must inform in writing the Graduate School, the Director of Graduate Studies, the chair of the general field committee and the examiners for each special field. The Graduate School will then send the official ballot to the student's major professor.

During the regular academic year, written examinations must be graded within two weeks after the completion of the last examination. The Director of Graduate Studies is responsible for administering the examination and distributing it to the appropriate faculty, who will notify the Director of Graduate Studies of the results in writing. Further, the Director of Graduate Studies will be notified in writing by the examiners of the results in each field. After the results have been reported on all examinations, the Director of Graduate Studies will communicate them in writing to the student, a copy of this communication being placed in the student's file along with the graded examination papers and questions (Dept. Minutes, 3 Sept 1997).

The student must successfully complete all of the written examinations before proceeding to the oral, so if the student fails any of the written examinations, the major professor should cancel the tentatively scheduled oral examination and return the ballot to the Graduate School unsigned. A student who fails a written examination must retake only the examination(s) failed (Dept. Minutes, 16 Dec 86, #2). A student who fails a special field examination may retake the examination once with the permission of the supervisory committee. A student who fails the general field examination may retake it once with the permission of the supervisory committee and the general field examination committee. Second or subsequent repetitions of any written examination require approval of the departmental Graduate Faculty.

The single oral examination covering all fields will ordinarily be given within one month after the successful completion of all written examinations. It will normally last two hours, although the examination committee will set the exact length. The examining committee will consist of three special field examiners and one or more of the departmental general field examining committee. The major professor shall chair the examination even if he or she is not an examiner. Other members of the student's supervisory committee who are not examiners may attend the oral examination.

At the end of the oral examination, the major professor will inform the student of the result. One representative of the general field committee and each of the special field examiners should sign the ballot indicating whether the student passed or failed the examination. At least three-fourths of the examining committee must approve the candidate's performance before he or she is deemed to have passed. The major professor and the other members of the supervisory committee shall cast votes only if they are also examiners, and the general field examination committee shall have only one vote regardless of the number of its members participating in the examination.

If the student passes the preliminary oral examination and has completed all degree requirements except the dissertation and the final oral examination, the major professor and any examiners who are members of the student's supervisory committee should also sign the ballot indicating that the student may be admitted to candidacy. The major professor should also obtain signatures approving admission to candidacy from any members of the supervisory committee who did not participate in the oral examination and then return the ballot to the Graduate School.

If the student fails the preliminary oral examination, the members of the supervisory committee should not sign the ballot approving admission to candidacy, and the major professor must report the failure by returning the ballot to the Graduate School within one week of the examination.

A student who fails the oral examination may retake it once with permission of the supervisory committee. Second or subsequent repetitions of the examination require approval of the Graduate School. A student who fails the examination must repeat the oral examination in all fields. Oral examinations may be retaken no sooner than three months after the failure (Dept. Minutes, 29 Oct 73).

The Dissertation

A dissertation exhibiting mature scholarly ability will be completed under the direction of the major professor and in accordance with the regulations of the Graduate School (Ph.D. Requirements, 14 May 70). A minimum of 30 credit hours of History Ph.D. Research is required for the dissertation (Grad. Hdbk., 3.A). The candidate should try to take as many of these hours as possible while in residence.

Before each doctoral candidate begins research on the dissertation and after completion of preliminary examinations he or she will write a brief prospectus (approximately 5 pages) outlining the proposal subject, the procedures and methods for answering the key questions that the study raises, the archives and sources being used, and how the proposed study will complement the existing literature on the subject. The student will distribute to each faculty member in the department a copy of the prospectus, which he or she may examine in order to recommend modifications. The department also encourages the student to circulate the proposal among the history graduate students for their suggestions. The supervisory committee, the candidate, and other parties from the faculty and student body interested in the proposal will meet to discuss its merits. Before the student begins work on the dissertation, the supervisory committee must approve the proposal. The student must of course remain free to explore the implications of the research that were not fully understood or anticipated when the prospectus was filed. The major professor will submit a copy of the approved final form of the prospectus signed by all members of the committee to the Director of Graduate Studies for placement in the student's departmental file (Dept. Minutes, 7 Dec 73).

Prior to the final oral examination a satisfactory typed copy of the dissertation must be circulated to the supervisory committee. Ample time should be allowed for each committee member to read and evaluate the dissertation. The Doctoral approval form will then be signed by the members of the committee, including the chairman of the oral examination (see next section) indicating whether or not the dissertation is in an acceptable form for review. Approval does not imply that the content is satisfactory. The form must also be signed by the Chair. Three-fourths of the members must agree that the dissertation is in acceptable form before the final examination may be scheduled (Grad. Hdbk., 3.M.1). The dissertation must be prepared in accordance with the Graduate School's "Student Guide for Masters and Doctoral Candidates."

The Final Examination

The Dean of the Graduate School will appoint a member of the Graduate Faculty from outside the Department as Chairperson of the final oral examination. At this examination, the candidate presents and defends the dissertation. To pass, a candidate must receive an affirmative vote of at least three-fourths of the committee members. A refusal to vote by the chairperson or any other member of the committee will be recorded as a negative vote. With the permission of the three-fourths of the committee, a failed oral examination may be retaken three months or before from the date of the failure (Grad. Hdbk., 3.M.2).

Candidacy and Revalidation

A full-time doctoral student should normally complete the preliminary examination within three years of entry into the doctoral program. Upon satisfactory completion of the examination, the student is automatically advanced to candidacy for the degree.

The period of candidacy may last up to five years from the end of the semester in which the preliminary examination was passed. If a student fails to complete both the dissertation and the final oral examination within this period, the student will be dropped from candidacy. Any student whose candidacy has thus lapsed may regain the status of a doctoral candidate by successfully retaking the preliminary examination.

Failure to maintain continuous enrollment from the completion of the preliminary examination until the dissertation is accepted by the Graduate School will also result in a loss of candidacy (Approved by Graduate Council 5/5/92).

Enforcement

These requirements shall be enforced by the Chair. Normally this responsibility is delegated to the Director of Graduate Students (Dept. Minutes, 18 Feb 75).

Graduate Handbook

The Graduate School's Graduate Handbook should be consulted for additional information on university requirements.

HISTORY GRADUATE HANDBOOK

APPENDICES

**Revised October 1992
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1. GRADUATE COURSES

Historiography, the history of historical thought and writing, deals with the way in which historians have written history and thus about the changing nature of historical conceptualization. The course does not seek to handle the bibliography of various specific areas or fields of study except for the field of historiography itself. Although the course deals with the changing nature of historical thought from the Greeks to the present, it emphasizes the more recent past which has also been the period of historical professionalization.

Seminars are courses in which students are expected to study the primary source material for particular topics within a general area of study and to produce a paper based on research utilizing such sources. It should be a function of these courses to develop graduate students' skills in the use of research tools and methods, ability to conceptualize and organize an argument, and facility in presenting research findings (Dept. Minutes, 29 Oct 73).

Other courses at the 900-level (except readings and problems courses) are designed to acquaint students with the literature in fields or areas of history. In addition to dealing with the bibliography of an area of study these 900-level courses will acquaint students with the major substantive areas of dispute and historical debate within a field of study.

2. THE GRADUATE TEACHING ASSISTANT

The Graduate Teaching Assistant assists and works closely with the faculty, usually in helping to conduct large undergraduate survey classes. GTAs with experience will be assigned to teach independent sections of survey courses [see "Guidelines for the Assignment of Teaching Responsibilities," #6 below.] Since the GTA is primarily a graduate student, he or she is expected to maintain a satisfactory rate of progress toward completion of the degree and must be enrolled in at least nine semester hours every regular semester. However, GTAs teaching independent classes may enroll for a minimum of six hours (Dept. Minutes, 4 Dec 90).

Assistantships are normally awarded for an academic year, although in some cases, especially where a position has been vacated at mid-year, they may be for a single semester. To apply for an assistantship a graduate student who is already enrolled must submit to the Graduate Admissions and Awards Committee by March 1: (1) A letter from the student making

application for the position. (2) A letter or recommendation from the student's major professor. For a Graduate Teaching Assistant to be considered for renewal, the Committee must receive, in addition to the above letters, the following: (3) A letter of recommendation from the faculty member (if any) to whom the GTA was assigned the previous fall (if other than the major professor). Applicants will be judged on the basis of the documents submitted and their academic work and progress toward the degree (Dept. Minutes, 9 Feb 90). In granting Graduate Teaching Assistantships, the History Department will give preference to students already holding an Assistantship, provided their major professors and those for whom they teach report that their scholarship and teaching abilities are meritorious. For GTAs who teach independent courses, their major professor will report on the quality of their performance as teachers (Dept. Minutes, 4 May 89). Graduate Students may hold a graduate teaching assistantship for no more than two years while enrolled in the M.A. program and for no more than three years while enrolled in the Ph.D. program. But no graduate student shall hold a teaching assistantship for more than a total of four years (Dept. Minutes, 9 Dec 87). Since the number of assistantships available in any given year is dependent upon the availability of funds, the department cannot guarantee employment beyond the contact period. While funds are available to hire graduate teaching assistants beyond the department's normal complement, doctoral students who have exhausted their eligibility for assistantships may be appointed to such positions (Dept. Minutes, 4 Dec 90).

3. DEPARTMENTAL SEMINARS

Departmental seminars are held during the school year at which papers written by faculty and graduate students are discussed. Graduate students are urged to attend these seminars and to submit papers for discussion.

4. PHI ALPHA THETA

A chapter of Phi Alpha Theta: The International Honor Society in History exists on campus. There is an advisor on the history faculty who can provide information as to membership requirements.

5. ELECTRONIC SUBMISSION OF THESES, DISSERTATIONS AND REPORTS

Beginning Fall 2007, all graduate students are required to submit an electronic version of their thesis, dissertation, or report. The Graduate School will no longer accept paper copies.

Electronic theses, dissertations, and reports (ETDR) offer these benefits to K-State graduate students:

- **More efficient:** Write and submit your work entirely within the digital domain. ETDRs eliminate the hassle and expense of making multiple print copies.
- **New technology:** With ETDRs, students can incorporate music, images, video, datasets, and other digital formats in their work.
- **Faster processing:** It used to take months before theses and dissertations were available in the Library. ETDRs can be processed and available online within days.

- **Increased access:** ETDRs submitted by K-State students are openly accessible on the web and indexed by Google, Google Scholar, and others. Students' research will have a greater impact. Students can request that online access be delayed (sesquestered) until patent applications are completed.

See the Overview at <http://www.k-state.edu/grad/etdr/overview/> for a general description of what you will need to do to create and submit your ETDR or click on links in the menu at the left for detailed instructions.

GRADUATE TEACHING GUIDELINES

[Approved by Faculty vote: 30 April 2001]

I. Master's Level.

- A. First year master's students [students working on credit hours from 0-15] will not be assigned to teach independent sections.
- B. Second and third year students [students who have successfully completed 15 credit hours or more] are eligible for consideration to teach 200 and 300 level courses consistent with their area of research expertise.
- C. Master's students will not be assigned to teach independent sections of the surveys.

II. Doctoral Level.

- A. Doctoral students are eligible for consideration to teach independent sections of survey [HIST 100, 101, 102, 111, 112, 251, 252] upon serving as a GTA in a survey course, or by demonstrating equivalent experience.¹
- B. Students admitted to candidacy are eligible for consideration to teach independent sections of undergraduate courses, including courses at the 500 level as well as the surveys, provided they meet the requirements for all graduate instructors outlined in Section III.

III. General Guidelines for all Graduate Students Instructors.

- A. All students who wish to teach an independent section must apply for the regular GTA pool. [This stipulation allows for the committee oversight of all applicants, regardless of status.]
- B. Students must have their syllabi reviewed and approved by (1) their major professor, (2) the professor whose own area of expertise most closely matches that of the proposed course, and (3) the Undergraduate Studies Committee.

NOTE: Final decisions regarding graduate student teaching assignments rest with the Chair of the Department.

¹ "Equivalent experience" includes: courses in pedagogical methods offered by the *KSU Center of the Advancement of Teaching and Learning*; previous experience teaching at the college level in the humanities; previous experience teaching at the secondary school level in history; some other experience considered by the Chair of the Department to be suitable to meet this requirement.

Department of History
 Kansas State University
PROFESSOR - STUDENT AGREEMENT FOR INDEPENDENT STUDY
(Please print)

Date: _____

Student's Name: _____

Professor: _____

Course: HIST 498 HIST 499 HIST 798 HIST 799 HIST 985 HIST 986

Semester: Fall Summer Spring Year: _____

Special Title for Course: _____

REQUIRED FOR ALL READINGS AND PROBLEMS COURSES

NOTE: There is a character limit of 20 characters that can be entered, please abbreviate as appropriate

Subject of study: _____

Optional – Brief description of planned study (*i.e., time period to be covered, any known books that may be assigned, types of assignments that are likely*):

Student's signature: _____

Professor's signature: _____

By signing this agreement, you are acknowledging that this is an additional, financially uncompensated responsibility.

Once completed, please return this form to the History Department Office Manager (EH 208), who will then grant section permission for the student to enroll in the class.

Department of History
Kansas State University

Foreign Language Requirement

Student Name:
Student ID Number:
Language: _____

Departmental Minimum Standard for a Passing Grade:

- * Student will provide evidence that a 4-semester sequence (or equivalent) of the foreign language was passed at the undergraduate level with an overall GPA of 3.0 or better with a 3.0 or better grade in 4th or final course in the sequence; OR
- * Student will provide evidence that an equivalent graduate-level reading/translation examination was passed at another accredited university; OR
- * Student will pass a foreign language examination certifying reading/translation proficiency at the “intermediate-high” level, as defined by the American Council for the Teaching of Foreign Languages. Examination will be set by an appropriate expert in the Department of Modern Languages (or expert designated by committee if no expert is available in the Department of Modern Languages) and administered under the following conditions:
 - a. use of any dictionaries, verb books or other standard tools the student deems necessary; AND
 - b. the student will receive a copy of his/her submission from the evaluator after it has been graded and given a copy of the evaluator’s comments explaining the assessment.

Additional requirements or higher standard requested by Doctoral Committee:

Approved by Committee: _____ (date)

Signature of Major Professor *date*

Signature of Student *date*

Department of History
Kansas State University
Foreign Language Examination

Student Name:

Student ID Number:

Language: _____

Departmental Minimum Standard for a Passing Grade:

Reading/translation proficiency at the “intermediate-high” level as defined by the American Council for the Teaching of Foreign Languages:

“Able to read consistently with full understanding simple connected texts dealing with basic personal and social needs about which the reader has personal interest and/or knowledge. Can get some main ideas and information from texts at the next higher level featuring description and narration. Structural complexity may interfere with comprehension; for example, basic grammatical relations may be misinterpreted and temporal references may rely primarily on lexical items. Has some difficulty with the cohesive factors in discourse, such as matching pronouns with referents. While texts do not differ significantly from those at the Advanced level, comprehension is less consistent. May have to read material several times for understanding.”

The reading/translation examination shall be set by an appropriate expert in the Department of Modern Languages (or expert designated by committee if no expert is available in the Department of Modern Languages) in consultation with the student. The examination shall be administered under the following conditions:

- a. The student will be permitted to use any dictionaries, verb books or other standard tools he or she deems necessary.
- b. The student will receive a copy of his or her submission from the evaluator after it has been graded and given a copy of the evaluator’s comments explaining his or her assessment of the student’s performance.

Additional requirements or higher standard requested by Doctoral Committee:

Examiner: _____

Date: _____

PASS / FAIL

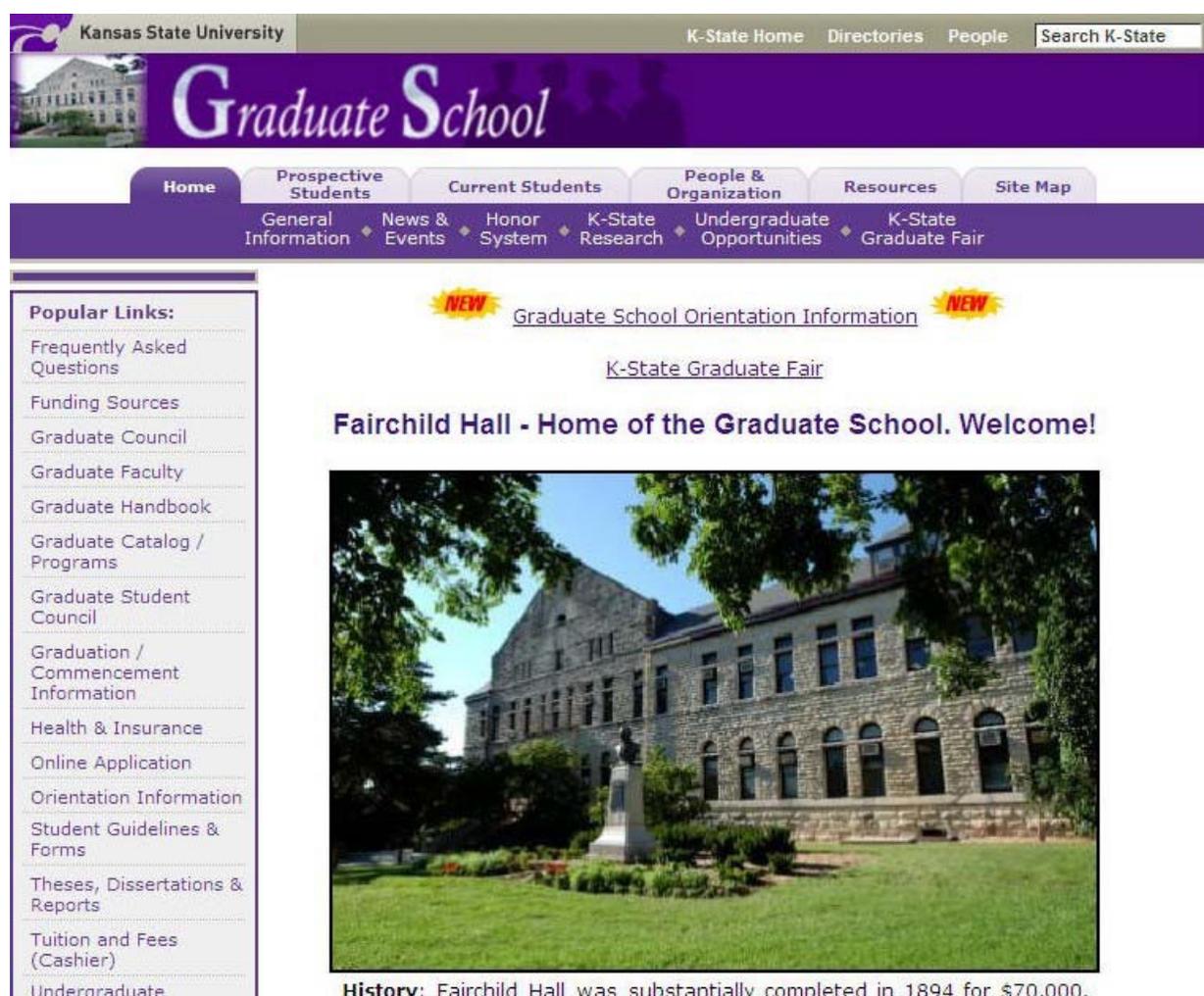
Signature of Examiner

Comments:

*Please attach examination and return this form to the KSU History Department
208 Eisenhower Hall
Manhattan KS 66506-1002*

KSU's *Graduate Handbook*, plus forms, regulations, and deadlines may be accessed online. All students are therefore urged to study the Graduate School's homepage:

<http://www.k-state.edu/grad/>



Kansas State University K-State Home Directories People Search K-State

Graduate School

Home Prospective Students Current Students People & Organization Resources Site Map

General Information News & Events Honor System K-State Research Undergraduate Opportunities K-State Graduate Fair

Popular Links:

- Frequently Asked Questions
- Funding Sources
- Graduate Council
- Graduate Faculty
- Graduate Handbook
- Graduate Catalog / Programs
- Graduate Student Council
- Graduation / Commencement Information
- Health & Insurance
- Online Application
- Orientation Information
- Student Guidelines & Forms
- Theses, Dissertations & Reports
- Tuition and Fees (Cashier)
- Undergraduate

NEW [Graduate School Orientation Information](#) **NEW**

[K-State Graduate Fair](#)

Fairchild Hall - Home of the Graduate School. Welcome!

Historv: Fairchild Hall was substantiallv completed in 1894 for \$70,000.

PROGRAM OF STUDY

Friendly suggestions from Dorothy Griffin, department office manager

The forms for submitting the Program of Study are at

<http://www.k-state.edu/grad/gscurrent/guideforms/masters.htm> (for MA students) or

<http://www.k-state.edu/grad/gscurrent/guideforms/doctoral.htm> (for PhD students)

The forms are set up so that you can fill them out on your computer and printed out in both PDF or Word format; the PDF cannot be saved – the Word version you would be able to save.

I strongly urge you, once you have prepared the form – before you start collecting signatures – to **bring in the completed form for me to look at (or send it to me via email)**. I've worked with enough of these to spot potential problems, so that we can get them corrected before the professors sign. Note that I have dealt with more POS than many of the faculty have, so I can sometimes spot problems that might not occur to your major professor.

Once all of the signatures have been collected, please bring (or send) the POS to the History Department office.

We will make the extra copies that are needed for the Graduate School as well as making a copy for our files and a copy for yourself.

We are also happy to assist in collecting signatures since it can be difficult to find all of the professors in the offices on the same day.

Supervisory Committee

The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

Typed Names		Signatures	
Willie A. WILDCAT	Histor	_____	
Student	Dept.		
Dr. Major Professor	Histor	_____	
Major Professor	Dept.		
Dr. Another History Professor	Histor	_____	
	Dept.		
Dr. Another History Professor	Histor	_____	
	Dept.		
	Dept.	_____	
	Dept.	_____	
Dr. Sue Zschoche, History		_____	
Department Head or Group Chairperson (Signature)	Dept.	Associate Dean Graduate School	Date

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in *Room 203 Fairchild Hall*. Information is available at <http://www.k-state.edu/research/comply/>.

Does your program involve:

- Yes No Human Subjects. (Institutional Review Board) IRB# _____
 Yes No Radioactive Materials. (Radiation Safety Committee)
 Yes No Live vertebrates. (Institutional Animal Care & Use Committee) IACUC# _____
 Yes No Biohazards including recombinant DNA and infectious Agents
 (Institutional Biosafety Committee) IBC# _____

Typed copies of the program signed by the student, major professor, committee members, and the department head or group chairperson are forwarded to the *Dean of Graduate School, 103 Fairchild Hall*. (Department head or group chairperson signs twice if also a committee member.)

PROGRAM OF STUDY: DOCTORAL



Name:	<u>Willie A. WILDCAT</u>
K-State eID:	<u>MUST be your K-State email</u>
Student Number:	<u>WID from your student ID card</u>
Program:	<u>HISTORY</u>

Doctor of Education

Doctor of Philosophy

<i>Course Number</i> Example: AGRON101	<i>Course Title</i> Example: Basic Introduction	<i>Credit Hours</i> Example: 3	<i>Semester Taken</i> Example: S05
Review instructions on page 3 prior to completing. Submit original and 4 copies of pages 1 and 2.			
HIST 801	Historiography	3	Fall 2006
HIST XXX	Class title	3	Fall 2006
HIST XXX	Class title	3	Spring 2007
YYYY XXX	Class title (class in outside field)	3	Spring 2007
HIST XXX	Class title	3	Fall 2007
HIST XXX	Class title	3	Fall 2007
HIST XXX	Class title	3	Spring 2008
HIST XXX	Class title	3	Spring 2008
HIST XXX	Class title	3	Fall 2008
HIST XXX	Class title	3	Fall 2008
HIST 999	PhD Research	30	

Total KSU credits 60

Transfer Credit(s)- Indicate where/when transfer courses and/or degree work was/will be completed. Official transcript required.

TRANSFER WORK

May 2006	University that granted your MA, city, state	30	

Total transfer credits 30

Supervisory Committee

The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

<i>Typed Names</i>		<i>Signatures</i>
Willie A. WILDCAT Student	History Dept.	_____
Dr. Major Professor Major Professor	History Dept.	_____
Dr. Another Professor	History Dept.	_____
Dr. Another Professor	History Dept.	_____
Dr. Another Professor	History Dept.	_____
Dr. Outside Field	His/Her Dept. Dept.	_____
Dr. History Chair, History Department Head or Group Chairperson (Signature)	Dept.	_____ Associate Dean Graduate School _____ Date

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in *Room 203 Fairchild Hall*. Information is available at <http://www.k-state.edu/research/comply/>

Does your program involve: (check all categories as yes or no.)

- | | | |
|------------------------------|--|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Human Subjects. (Institutional Review Board) IRB# _____ |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Radioactive Materials. (Radiation Safety Committee) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Live vertebrates. (Institutional Animal Care and Use Committee) IACUC# _____ |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Biohazards including recombinant DNA and infectious Agents
(Institutional Biosafety Committee) IBC# _____ |

Planned date for completion of the preliminary Spring 2009 examination:

A Request for a Preliminary Exam Ballot form should be submitted to the Graduate School one month before the examination begins. See policy at www.ksu.edu/grad/handbook/chap3.htm.

Proposed Title of Dissertation:
(if known at this time)

Tentative title for the dissertation that you are thinking at this point you will write

Additional Committee Members Appointed by the Dean of the Graduate School

Professor _____	Department _____
Professor _____	Department _____
Professor _____	Department _____

For Graduate School Use Only:

Outside Chair Assigned _____ Date: _____

Typed copies of the program signed by the student, major professor, all committee members, and the department head or group chairperson are forwarded to the Dean of the Graduate School, 103 Fairchild Hall. (Department head or group chairperson signs twice if also a committee member.)

Submit original and 4 copies of pages 1 and 2

INSTRUCTIONS

Upon admission to a doctoral program, a student confers with the head of the academic program and selects (from members of the Graduate Faculty) an advisor, or “major professor,” who is certified to direct dissertations and who is willing to assume this responsibility. At the recommendation of the head of the academic program, the Dean of the Graduate School will appoint a supervisory committee consisting of the major professor, who chairs the committee, and at least three other members of the Graduate Faculty. One member of the supervisory committee must be a graduate faculty member from outside the major professor’s department. On doctoral committees having co-major professors, at least one must be certified to direct dissertations. In addition to the members recommended, the Dean of the Graduate School may appoint other members from the Graduate Faculty to the supervisory committee. (See *Graduate Handbook*, Section 3.B.).

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of nine credit hours. If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study exactly as they appear on the transcript(s). **Dissertation research should be listed on one line with the total sum of hours.** Credits to be transferred, other than a master’s degree, that were earned more than seven years prior to the semester that this program is approved should not be included. **If transferring the maximum 30 hours from a master’s degree, please list where/when degree was completed on one line with the total sum of hours.** If less than 30, please list individual courses and credit hours. Indicate where/when transfer course work was or will be completed.

All members of a student’s supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the preliminary examination, and ensuring the student’s doctoral program is of high quality. In consultation with the student, the supervisory committee is responsible for advising on the courses to be taken, approving plans for developing the student’s capacity for productive scholarship, ensuring that University regulations and program requirements are met, and making adjustments to the program of study. Note: the department head or group chairperson must sign the program of study. The department head or group chairperson signs twice if also a committee member.

The following members of the graduate faculty at Kansas State University are recommended to the Graduate Dean as the Supervisory Committee. The signatures on the first page signify that the student and the recommended Supervisory Committee members have agreed to the Program of Study.

SUBMISSION

The original and four copies of pages 1 and 2 are submitted to the *Dean of the Graduate School, 103 Fairchild Hall.*

NOTE FROM HISTORY OFFICE: *In the section for transfer work, it states that an official transcript is required – however, since you have already had an official transcript sent to us (as part of your application), this requirement is already covered.*