

❧ MISSION STATEMENT ❧

**The mission of the Master of Arts program
in history is to help students:**

further their understanding of history and
the ways historians interpret the past;
develop reading, writing and critical thinking
skills that lead to
independent historical analysis;
prepare for advanced study in history;
and apply their knowledge of history and
research skills in public history professions.

WHERE TO FIND INFORMATION

🔗 **Visit the Graduate School**

in Ward Edwards 1800 and pick up a
Graduate Catalog or go online:

www.ucmo.edu/graduate/programs/cat.cfm.

🔗 **Use the On-line Orientation**

on the Graduate History Information page on
Blackboard to familiarize yourself with the program.

🔗 **Schedule an interview**

with the History M.A. Program Coordinator, Micah
Alpaugh, in Wood 136.

🔗 **Stay in contact.** Maintain an active *ucmo* email
account so we can contact you and check on
Blackboard for Graduate Program Announcements

∞ CONTACT US ∞

Graduate Coordinator

Dr. Jon Taylor

Wood 112

Jtaylor01@ucmo.edu

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*Information in this handbook supplements
the Graduate Student Catalog.
This Handbook does not supersede
the University Graduate Catalog.*

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I. M.A. PROGRAM

A. Graduate School

The Graduate School oversees all the graduate programs in the University and publishes the *Graduate Catalog*. The *Graduate Catalog* is a critical resource for graduate students because it explains the policies and procedures that pertain to each graduate program and the graduate courses that are offered for each program. Students must be admitted to the Graduate School, first, before they are admitted to the History program. The Graduate School certifies that you have completed all requirements for your degree and conducts the graduation ceremony.

Graduate Studies..... 660-543-4621

Website..... www.ucmo.edu/graduate

Email..... gradinfo@ucmo.edu

B. History Program

History Program.... Wood 136, 660-543-4404

M.A. Program in History Website.... www.ucmo.edu/hist-anth/grad

M.A. Graduate Coordinator:

Administrative matters concerning graduate study and the department are, in most cases, the responsibility of the Graduate Coordinator. The Graduate Coordinator:

- Responds to all student inquiries about the program through email, office visits or by telephone.
- Reviews all student applications and makes admission decisions for the department.
- Conducts the initial graduate student interview and advises graduate students about department policies and procedures.
- Solicits and assembles the questions and schedules and administers the comprehensive exam.
- Notifies the student about exam results.
- Works with department faculty on determining Graduate Assistantships.
- Maintains the graduate student department Blackboard site and web page and makes announcements concerning graduate students.
- Works with the Graduate Committee on deciding student appeals and petitions.
- Writes program review, assessment and self-study reports.
- Advises the department on matters involving the Graduate Program.
- Assigns the faculty mentor for students in the Enrichment track in consultation with the student and faculty member.

☞ Department Graduate Committee:

- Consists of a minimum of four members of the Department, including the current Graduate Coordinator(s) and is chaired by the Coordinator(s). Advises the Graduate Coordinator on policies and procedures, petitions and appeals.
- Assists the Graduate Coordinator with program development and assessment.

☞ Internship and/or Project Advisor:

- The Project or Internship Advisor is the primary mentor during the internship or project.
- Matters involving the requirements, content, writing and approval of the Project and/or Internship are entirely the concern of the Project or Intern Advisor.

☞ Thesis Advisor and Thesis Committee:

- The Thesis Committee consists of three faculty members from the department, one of whom is Thesis Advisor. (Thesis Committee and the Comprehensive Committee may have a faculty member from outside the department if the student and his advisor wish). Thesis Advisors must have full Graduate Faculty status. Committee members may have associate status.
- The Thesis Advisor chairs the Thesis Committee and is the primary mentor during the research and writing of the thesis. Matters involving the content, writing, submission and approval of the thesis are entirely the concern of the thesis committee, to be handled as the Committee sees fit.

- If a question or disagreement arises about the thesis, the student should speak, first, to the Committee member directly involved. If no solution is reached the Thesis Advisor should call a meeting of the entire Thesis Committee to discuss the concern. The Committee should consult with the Graduate Coordinator and, if necessary the Department Chair, only after the Committee as a whole fails to resolve the concern.
- The Thesis Advisor makes sure the student is aware of all deadlines and paperwork for completion of the thesis, both for the Department and Graduate School.
- The Thesis Advisor schedules the Thesis Defense in coordination with the student and Thesis Committee.

C. Financial Aid

Graduate Assistantships

- Students can apply for departmental Graduate Assistantships online through the Graduate School's website. Two letters of recommendation and transcripts are required by the Department.
- Though open to UCM graduate students, preference in selections will be given to History graduate students.

Department Scholarships

- The application deadline for the two departmental scholarships is March 1. Applications can be found online at:
www.ucmo.edu/foundation/scholarships/history.cfm

1. Arthur F. McClure II Archives Scholarship

The McClure Archives Scholarship, at least \$500, is awarded periodically. To be eligible a student must be full-time in good academic standing at UCM, must be pursuing a degree in history with an interest in historical archives, must be of junior or senior class designation or a graduate student, must demonstrate leadership and service, and must have a minimum GPA of 3.5 in his or her major. The recipient will be requested to work during the semester for a minimum of 40 hours in the McClure Archives. The requested 40 hours may be met as a volunteer, a paid employee, or a paid or unpaid intern.

2. Alfred E. Twomey Graduate Scholarship in History

The Twomey graduate scholarship in the amount of \$500 is awarded annually. To be eligible, a student must be full-time in good academic standing at UCM, must be pursuing an MA degree in history and must have a minimum overall GPA of 3.25.

II. DEPARTMENT POLICIES AND

A. Admission Requirements

- Minimum overall grade point average of 2.75.
- Minimum grade point average of 3.0 in at least 20 hours of undergraduate history courses.
- Students with less than 20 hours of course work in history may be accepted, but before their program of study is approved, they must have completed 20 hours of approved junior and senior-level undergraduate courses in history with a minimum grade point average of 3.0.
- To be sure your application for admission to the MA program in history is processed for fall semester and that you are able to schedule an interview with graduate coordinators before classes begin; it is recommended that your applications be received by the Department of History Graduate Coordinator(s) no later than April 15th. For admission and interviews for summer or spring semesters, applications it is recommended that application be received no later than November 15th.

B. Department Interview

- All graduate students must arrange an introductory interview with the Graduate Coordinator to discuss

their program of study, preferably before they enroll in classes.

C. Program Learning Outcomes

- Demonstrate an understanding of the development of history as a discipline, especially as it applies to changing interpretations in the student's area of specialization.
- Demonstrate a general grasp of the major issues and events in a student's area of specialization.
- Demonstrate competence in primary research and the ability to present it in a professional manner.

D. Program of Study

- At or before the completion of nine hours of graduate credit, the student must meet with the Graduate Coordinator to develop and submit a Program of Study to the Graduate School. The Program of Study declares the graduate courses that will count toward the student's degree. When you meet with a graduate coordinator to develop your program of study, please bring a list of preferred courses.
- Students are encouraged to consult with faculty members in their area of specialization before selecting courses for their programs of study. All changes to the Program of Study must be approved through the Graduate Coordinator. The student must submit a revised Program of Study to the Graduate Coordinator each time there is a change. Forms are available from the History Department Office Professional.

E. Master of Arts Areas of Study

Required Graduate Courses for all Areas of Concentration		
Required Graduate Courses		9
HIST 5350 Colloquium, including:	6	
U.S. History (3)		
Non-U.S. History (3)		
HIST 5400 Historical Methods and Historiography	3	
Graduate Electives in History		5-13
Elect one of the following areas of concentration:		8-16
AREA I PRE-DOCTORAL		8-16
HIST 6350 Thesis	4-6	
Graduate Electives	2-12	
AREA II APPLIED		12
HIST 5500 Public History Internship	3	
HIST 5550 Public History Project	3	
HIST 5340 Public History	3	
HIST 5351 Special Projects in Public History	3	
AREA III ENRICHMENT		8-16
Additional HIST 5350 Colloquiums	6	
U.S. History	0-6	
Non-U.S. History	0-6	
Graduate Electives	2-10	
MINIMUM GRADUATE HOUR TOTAL		30

- All students must pass a departmental comprehensive examination before completion of their degree.
- Students pursuing the Pre-Doctoral degree must pass a Thesis Defense, before a committee of their Thesis Advisor and two other faculty members (from History or disciplines related to the thesis under consideration).
- Enrichment Area students are required to take four colloquia (1 U.S; 1 World; the rest their choice).
- [Applicable for course credits earned before 2019/2020 Academic Year course renumbering] At least fifteen hours of the approved program must be at the 5000/6000 level. If the approved program of study is more than 30 semester hours, at least fifty percent of the semester credit hours must be at the 5000/6000 level.

F. Comprehensive Exam

The comprehensive exam is a four-hour essay exam that assesses the student's knowledge of issues and events and historiography pertaining to his/her area of specialization. Students take comprehensive exams after completion of all coursework and no later than the semester the student enrolls in HIST 6350, unless special permission is obtained from the Graduate Coordinator and Thesis Advisor. The comprehensive exam committee consists of three (3) faculty members with whom the student took at least one class. Students write two questions from one member of the committee; they write one question from the other two members. Only one member of the comprehensive exam committee may be from outside the department.

Students should:

- Select faculty members to serve on their committee.
- Notify the Graduate Coordinator that they wish to take the exam at least two months in advance of the test date.
- Write his/her exam between the beginning of the fourth week of the semester and the end of the eighth week of the semester.
- Make final arrangements with the Graduate Coordinator and his/her Comprehensive Committee for the date of the exam no later than the end of the second week of the semester.
- Bring at least four blue books and pens to the exam.

G. Applied Public History Area

Internship

- Public history internships provide students with an opportunity to apply knowledge gained through their academic training in a practical setting working with experienced public history professionals. No two internships are alike and they should be tailored to balance the interests of the student with the needs of the partnering sponsor.
- Partnering sponsors might include the McClure Archives and University Museum, Johnson County Historical Society, Arrow Rock State Historic Site, Bothwell Lodge State Historic Site, the Central Plains Region of the National Archives in Kansas City, the Harry S. Truman Library and Museum in Independence, the Harry S. Truman National Historic Site, and any other museum, historic preservation agency, historical society, archives, state or regional park, or National Park that documents, presents, and interprets history to the public.

Project

- History 5550 serves as the capstone course for students seeking an MA in history with the applied history focus. In this course students will work a minimum of 150 hours to complete a public history project. That project may be the creation of a website that features historical content and interpretation, a historical podcast tour of historic sites located in Jackson County, appraising, arranging, and producing a

finding aide for an archival collection, or curating an exhibit at a local museum, like the Johnson County Historical Society. However, the projects are not just limited to these examples. A public history project could involve the development and deployment of historical information to the public in a number of different formats and venues and is not just limited to the institutions referenced above.

H. Thesis

The thesis is a substantial monograph based upon original research that uses both primary and secondary sources. The thesis includes an original historical argument, information drawn from research to support that argument and an explanation of how the argument fits within existing historiography on the topic. A research project of this nature is generally required for admission to a doctoral program in history.

Thesis Manual

- Students in the Pre-Doctoral area of study should pick up a *Thesis Manual* from the Graduate School before they begin writing their thesis, preferably before beginning their program of study. The *Manual* explains the Graduate School's requirements for the thesis.

Thesis Workshop

- Students arrange to attend a thesis workshop through the Graduate School early in their Program of Study.

The workshop provides information about Program of Study and thesis requirements.

Thesis Prospectus

- The thesis prospectus is a statement of what and how the student intends to research his/her thesis. The general format for the Prospectus is available through the Blackboard site or in the *Appendix*. Students should check with their Thesis Advisor for additional requirements. At a minimum the prospectus should be 4-6 pages long and include:
 - Statement of research question and tentative thesis.
 - Explanation of research topic including the primary sources that are the basis for the research.
 - Historiographical summary of secondary source literature on the proposed topic.
 - Statement of methodology: to include the theoretical and/or critical basis for the thesis, and an explanation of how the student plans to approach the topic.
 - An annotated bibliography divided into two sections: secondary sources and primary sources. This is in addition to the 4-6 pages of text.
- The thesis prospectus defense must be completed, and also successfully submitted for approval to GER, before students enroll in thesis hours.

Thesis Committee Conference

- The Thesis Committee meets with the student to discuss any concerns, problems or suggestions pertaining to the thesis prospectus.
- Signatures of all three Committee members are required on the thesis prospectus.
- Submission of the Thesis Prospectus to the Graduate Advisor is required no later than the semester immediately following his/her comprehensive exam. Copies of the final, signed thesis prospectus are distributed to Committee members and submitted to the Graduate Coordinator for placement in the student's file.

Human Subjects Approval

- Approval is required for research using living subjects. This includes oral history interviewees. For more information about *Human Subjects Approval* check with your Thesis Advisor and go online to access the Human Subject Approval Program at:
www.ucmo.edu/graduate/documents/HSguidelines_2012final.docx.

Thesis Defense

- Allows the student an opportunity to explain his/her thesis to the Thesis Committee and to demonstrate expertise on the thesis topic.
- Consists of all the members of the Thesis Committee, chaired by the Thesis Advisor.
- Provides the opportunity for the student to incorporate final corrections and suggestions from the Thesis Committee.
- Requires the signatures of a majority of the Thesis Committee to approve the thesis.
- Students are required to submit a final, clean copy of their thesis to the Graduate Coordinator for binding. The thesis copy should be printed on 20lb. white paper.

III. STUDENT ENGAGEMENT

A. Departmental Expectations

Graduate study is distinct from undergraduate studies. Graduate students should demonstrate high-quality student work and professional behavior. Your graduate work, written and oral presentations specifically, should by nature be more focused as you specialize in one area of study, and it should always be based on close reading of primary and secondary materials, including original thoughts or critical analysis. As advanced specialists in history, you are now expected to contribute to the knowledge base, not simply remember it. Professional conduct means that you are expected to attend all classes (with limited or no absences), engage in respectful dialogue over ideas and topics, and prepare yourself for employment and advanced studies by participating in activities such as: lecturing in introductory classes, attending conferences and symposia, striving to publish your work, participating in public presentations or preservation through internships (particularly in the case of the public history and archival track) and serving on departmental and university committees. All of these activities will help build your *curriculum vitae* as you move forward after UCM.

B. Student Organizations

- **Graduate Student Association.** All graduate students are members of the Graduate Student Association. For more information about the services and opportunities

offered through this association see the *Graduate Catalog*.

- **Phi Alpha Theta.** Phi Alpha Theta is National History Honor Society. All members of the university's Kappa Lambda chapter are recommended by the chapter. For minimum requirements for recommendation go online at <http://phialphatheta.org>.
- **History Club.** The goal of the University of Central Missouri History Club is to raise awareness of students and community members about the importance and occurrence of historical events and provide a social gathering place for like-minded people to share their passion for history.

C. Graduate Student Awards

University

- Graduate Student Achievement Award is awarded by the Graduate School either Fall or Spring semester. For more information go online at: <http://www.ucmo.edu/sfs/explore/scholarships/documents/gradachievementaward.pdf>.
- The Reid Hemphill Outstanding Graduate Award is awarded annually. Among the requirements for the award is outstanding performance in research. Each department recommends a student to their college. Colleges then recommend one student to the Graduate School. The recipient of the award is selected from the college nominees. For complete information concerning

this award go on online to:

<http://www.ucmo.edu/foundation/scholarships/documents/misc/hemphill.pdf>.

- The Willard North Graduate Research Award supports graduate student research. The recipient of the award is selected among university nominees. For more information see <http://www.ucmo.edu/osp/internal.cfm>
- Outstanding Thesis Award. Students are recommended to the college by the department. The college nominee will then be recommended to the Graduate School for the award.

College of Arts, Humanities and Social Sciences

- The College recognition for Outstanding Graduate Student is awarded to the student who is the College's nominee for the Reid Hemphill Outstanding Graduate Student Award so the requirements are the same. See above for information about this award.

Department

- The Department awards the “Outstanding Graduate Student Award” each year. Students are recommended on the basis of their academic performance, research and service to the University. The student selected as the outstanding graduate student is the Department's nominee for the Reid Hemphill Outstanding Graduate Student Award.
- Graduate students may apply for the Alfred E. Twomey Scholarship in History. See financial aid section.

D. Program Assessment

All graduate students must complete a student evaluation of the program before graduation. The Graduate Coordinator will collect the evaluation form from each student when the student has completed all requirements for the degree. The M.A. questionnaire form is included in the *Appendix* or online through Blackboard.

E. Alumni

As a recent graduate your input is valuable to us. We hope you will keep in touch with us. Please send us your current mailing address and let us know about your activities and accomplishments since graduation. We enjoy sharing your news with other alumni through our department newsletter. You may send your mailing address and updates to the Graduate Program Coordinator, Dr. Micah Alpaugh, alpaugh@ucmo.edu

Notes:

Appendix

GRADUATE FACULTY

WORLD HISTORY

Micah Alpaugh, PhD (University of California, Irvine)

- French Revolution
- Early Modern and Modern Europe
- Atlantic World

Dan Crews, PhD (Auburn University)

- Early Modern Spain
- Latin America
- Renaissance Humanism

Delia Gillis, PhD (University of Missouri)

- South Africa
- African Diaspora

Thomas Goldstein, PhD (University of North Carolina)

- German History
- Soviet/Russian History
- Holocaust

Sean Kim, PhD (Harvard University)

- Korean History
- East Asian History
- Religious and Cultural History

U.S. HISTORY

Jessica Cannon, PhD (Rice University)

- U.S. Civil War and Reconstruction
- Nineteenth-Century America
- Military History

Delia Gillis, PhD (University of Missouri)

- African American History
- Twentieth-Century U.S. History

Joshua Nygren, PhD (University of Kansas)

- Twentieth-Century U.S. History
- Environmental History
- Agricultural History

Jon Taylor, PhD (University of Missouri)

- Public History
- Late 19th and Early 20th Century America
- Missouri History & Truman Presidency

Thesis Prospectus

I. Thesis Proposal Requirements - 4-6 typed, double-spaced pages.

- A. Statement of research question and tentative thesis.
- B. Explanation of research topic including an explanation of primary sources that are the basis for the research.
- C. Historiographical summary of secondary source literature on the proposed topic.
- D. Statement of methodology: to include the theoretical and/or critical basis for the thesis, and an explanation of how the student plans to approach the topic.
- E. An annotated bibliography divided into two sections: secondary sources and primary sources. This is in addition to the 4-6 pages of text.

II. Thesis Committee Conference

- A. Thesis Committee meeting with the students to discuss any concerns, problems or suggestions pertaining to the Thesis Prospectus.
- B. Signatures of all three Committee members required on the Thesis Prospectus.
- C. Submission of the Thesis Prospectus to the Graduate Advisor no later than the semester immediately following his/her comprehensive exam. Copies of the final and signed thesis prospectus should be distributed to all the Committee members.

SAMPLE COURSE SCHEDULE

FIRST YEAR	Applied	Enrichment	Thesis
Fall	Colloquium 3	Colloquium 3	Colloquium 3
	Elective 3	Elective 3	Elective 3
	Elective 3	Elective 3	
Spring	Colloquium 3	Colloquium 3	Colloquium 3
	Elective 3	Elective 3	Elective 3
	Elective 3		Elective 3
Summer	Internship 3	On-line Colloq. 3	Skill Training or On-line Colloquium
SECOND YEAR			
Fall	Public History or Museum Studies 3	Colloquium 3	Elective 3
	Project 3	Elective 3	Elective 3
		Elective 3	
Spring	Historiography 3	Historiography 3	Historiography 3
	Comprehensive Exam	Comprehensive Exam	Comprehensive Exam
Summer			Thesis Prospectus & Research
THIRD YEAR			
Fall			Thesis 6
Total Credits	30	30	30

Electives: Half of all credits earned for the MA degree must be at the 5000/6000 level.

DEPARTMENT COURSES

Hist 5300 – Missouri History
Hist 5307 – American Colonial History
Hist 5309 – The African-Amer in American
History
Hist 5310 – Women in America
Hist 5311 – Revolution and Republic
Hist 5314 – Jacksonian America
Hist 5315 – The Civil War and
Reconstruction
Hist 5316 – The American Military
Experience
Hist 5317 – The Jazz Age and the Great Dep
Hist 5318 – Gilded Age & Progressive Era
Hist 5320 – History of the Westward
Movement
Hist 5322 – Grand Expectations 1945-80
Hist 5323 – Our Times 1980-2008
Hist 5324 – Truman and Civil Rights
Hist 5325 – History of American Diplomacy
Hist 5326 – Native American History of the
U.S.
Hist 5327 – Afr. Am. Wom, Gen, & Girlhood
Hist 5328 – History of Flight
Hist 5330 – The United States and World
War II
Hist 5331 – The Vietnam Era
Hist 5340 – Public History
Hist 5351 – Special Projects American
History
Hist 5402 – Ancient Greece
Hist 5403 – Ancient Rome
Hist 5404 – Barbarian Europe
Hist 5411 – Renaissance & Exploration
Hist 5412 – Reformation & Religious Wars
Hist 5413 – The Age of Absolutism & Enlight

Hist 5414 – Age of French Rev. and
Napoleon

Hist 5415 – Revolutionary Europe

Hist 5416 – Europe in Crisis: 1914 to 1945
Hist 5418 – War and Modern Society
Hist 5419 – Women in Modern Europe
Hist 5422 – England to 1689
Hist 5423 – Modern Britain & the Empire
Hist 5431 – Mod Germ & the Nazi Exper.
Hist 5432 – The Holocaust
Hist 5441 – The Rise of Imperial Russia
Hist 5442 – Mod. Russia & Soviet Union
Hist 5451 – Imperial Spain 1469-1714
Hist 5452 – Modern Latin America
Hist 5453 – History of Mexico
Hist 5461 – The Rise of Chinese Civilization
Hist 5462 – The Rise of Japanese Civilization
Hist 5463 – Modern China
Hist 5464 – Modern Korea
Hist 5471 – The African Diaspora
Hist 5472 – African History
Hist 5473 – History of South Africa
Hist 5481 – Traditional Middle East
Hist 5482 – The Modern Middle East
Hist 5491 – Special Projects World History
[Hist 5310 – Readings in History]
Hist 5350 – Colloquium
Hist 5351 - SP in Public History
Hist 5400 – Historiography
Hist 5500 - Public History Internship
Hist 5550 - Public History Project
[Hist 6305 – Studies in History]
[Hist 6350 – Thesis]

UCM'S
MASTER OF ARTS
PROGRAM
IN HISTORY

Over Fifty Years of Excellence

*University of Central Missouri
Wood 136
Warrensburg, Missouri 64093
660-543-4404*