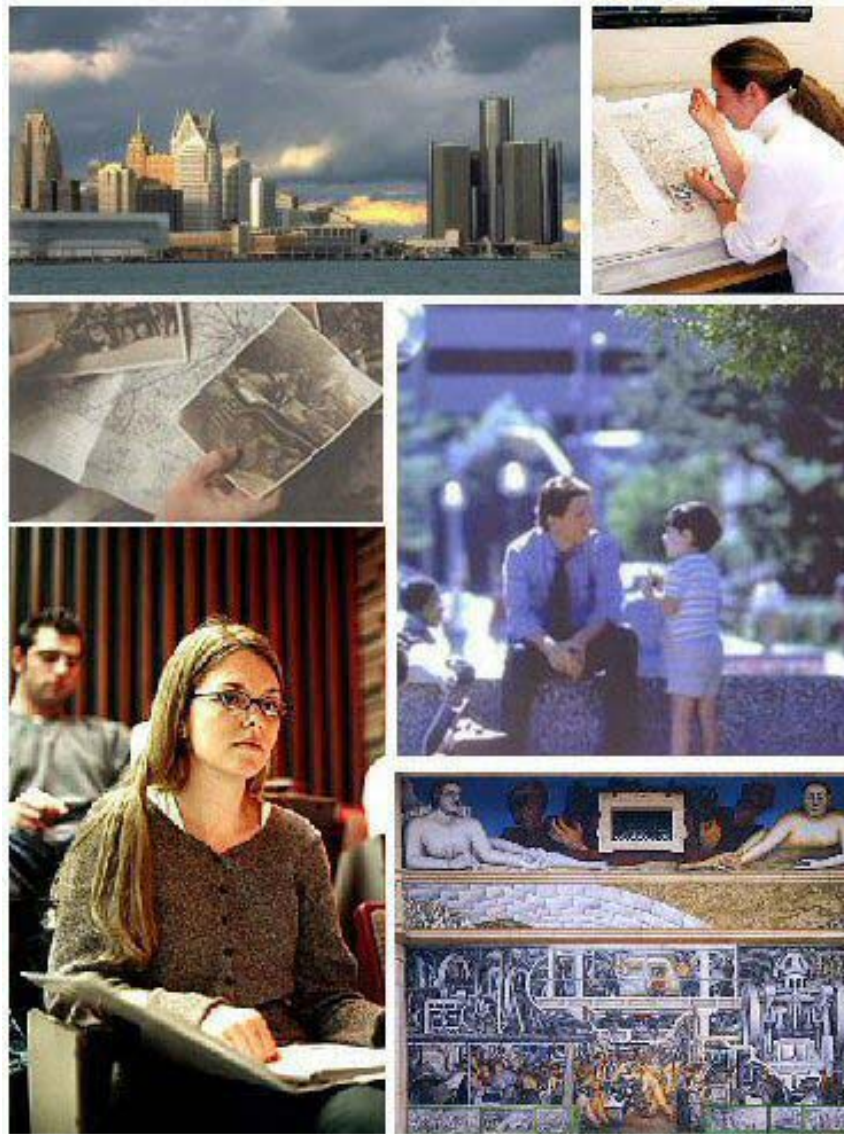


# The Graduate Handbook



Department of History  
2007-2008

WAYNE STATE  
UNIVERSITY

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*Note: The online version of the Graduate Handbook represents the most current version of the requirements for the degree programs of the Department of History. Students are encouraged to check back frequently for up-to-date information.*

## INTRODUCTION

Advanced degrees in history serve several audiences. Chief among them are those students intent upon a teaching career at the secondary, community college or university levels. In addition, they prepare those interested in employment in government or in the management of archival resources and historical agencies. The graduate programs of the Wayne State University Department of History also provide sufficient flexibility to serve the needs of students with other career designs where an understanding of history is crucial (e.g., law and journalism) or those whose interest in the discipline is avocational.

The Department of History offers programs leading to the degrees of Master of Arts and Doctor of Philosophy and a special certificate in archival administration. It provides close contact with a faculty committed to excellence both in scholarship and in teaching. Its students are also eligible to take course work at other Michigan universities through the [MIGS Program](#) and at the [University of Windsor](#).

General responsibility for supervising all the graduate programs within the department falls upon its Graduate Committee, whose chair serves as the graduate director. The graduate director administers the programs with the authority to enforce degree/program requirements of the department, the college and the university, and to approve satisfactory completion of those requirements. For general information about admissions, financial assistance, and requirements, students should confer with the graduate director or his or her delegate. The graduate director will assist students in selecting individual academic advisers from among the faculty. However, each student will be responsible for observing all requirements established by the department, the college, and the Graduate School of Wayne State University.

## RESEARCH RESOURCES

Graduate students in history at Wayne State University have access to a variety of research facilities, most on or near the university campus.

The [Wayne State University Library System](#) ranks 46th among the top 108 research libraries in the nation, and includes holdings of over 2.8 million volumes and 24,000 serials in addition to its extensive electronic resources. It is comprised of five separate units, each dedicated to a particular aspect of academic research. Purdy/Kresge Library is the primary research library for the social sciences and humanities, as well as home for several special collections including the Leonard Simons Collection of Rare Michigan History Texts, and the Florence Nightengale collection. The Science and Engineering Library contains collections in the physical and natural sciences. Shiffman Medical Library possesses materials of great interest to historians in that area. The Arther Neef Law Library holds the 29<sup>th</sup> largest academic law collection in the country and includes the Damon J. Keith Collection on African American legal history. The Adamany Undergraduate Library is a center for digital research, with more than 500 computer workstations. Wayne State University is also the home to DALNET (the Detroit Area Library Network), whose digital collections include historical resources such as the [Black Abolitionist Archive](#) and the archives of the [Allen Park Veterans Administration](#) and the [Michigan County Histories Collection](#).

[The Walter P. Reuther Library of Labor and Urban Affairs](#) has holdings of more than 75,000 linear feet of historical records contained in over 1,800 collections. The Reuther is the official repository for the records of major unions, including the United Automobile Workers (UAW), the United Farm Workers (UFW), and the Industrial Workers of the World (IWW). Established in 1960 to collect and preserve the personal and organizational papers associated with the American labor movement, the Archives also houses other collections associated with political, economic, urban and social forces in recent American history. Both the labor and the more general archives include numerous collections of great interest to those working in African-American, Hispanic-American and women's history. Special collections in photographic and oral history round out this unparalleled resource.

[The Burton Historical Collection](#), located in the Detroit Public Library in the heart of the WSU/Detroit Cultural Center, is a nationally prominent research center. Its collections in Michigan history, local history, genealogy, history of the Old Northwest, and the French in America offer unique research opportunities. The Hackley Collection, which is also located in the Detroit Public Library, is an excellent resource on the history of African-American art and performing arts.

The Louise Lovett Wright Research Library of the [Charles H. Wright Museum of African American History](#) houses a new and rapidly-growing collection of resources for scholars in African American history. The collection emphasizes Detroit and Michigan history, including biographical files of noted local and national figures.

Graduate students also have access to a number of other libraries in the area: the [Leddy Library](#) at University of Windsor, with a strong collection in Canadian history; the research collection at [The Detroit Institute of Arts](#); and the [Benson Ford Research Center](#), which houses collections on modern American history, including the Ford Motor Company Historical Archives. In nearby Ann Arbor, major archives include the [Gerald R. Ford Presidential Library](#), and the University of Michigan's [Bentley Historical Library](#) (Michigan history), the [Labadie Collection](#) (labor and radical history) and the [William Clements Library](#) (American history and culture from the 15<sup>th</sup>-18<sup>th</sup> centuries).

## USEFUL ADDRESSES

The Department of History  
Wayne State University  
3094 Faculty/Administration Building  
Detroit, MI 48202  
Phone: 313/577-2592  
Fax: 313/577-6987  
Website: <http://www.clas.wayne.edu/History>

Prof. Hans Hummer  
Director of Graduate Studies  
(313) 577-6139  
[hummer@wayne.edu](mailto:hummer@wayne.edu)

Michael Smith  
Director, Archival Administration Program  
(313) 577-4024  
[m.o.smith@wayne.edu](mailto:m.o.smith@wayne.edu)

Prof. Marc W. Kruman  
Department Chair  
(313) 577-2593  
[m.kruman@wayne.edu](mailto:m.kruman@wayne.edu)

Prof. Sandra F. VanBurkleo  
Coordinator of J.D./M.A. Program  
(313) 577-6136  
[svanbur@earthlink.net](mailto:svanbur@earthlink.net)

Gayle McCreedy  
Academic Services Officer III  
(313) 577-2592  
[ab3697@wayne.edu](mailto:ab3697@wayne.edu)

Office of Graduate Admissions  
436 Welcome Center  
(313) 577-3577  
Website: <http://gradadmissions.wayne.edu/>

College of Liberal Arts and Sciences  
Graduate Office  
2155 Old Main  
(313) 577-3117  
[ad3619@wayne.edu](mailto:ad3619@wayne.edu)

The Graduate School  
4302 Faculty/Administration Building  
(313) 577-2170  
Website: <http://www.gradschool.wayne.edu/>

Office of International Students and Scholars  
415 Welcome Center  
(313) 577-3422  
Website: [www.oiss.wayne.edu](http://www.oiss.wayne.edu)

All: Wayne State University  
Detroit MI 48202

## THE FACULTY

Catherine Bogosian Ash (Ph.D., University of Pennsylvania)  
West African History, Social History, Labor

Eric H. Ash (Ph.D., Princeton University)  
Early Modern Europe, Tudor/Stuart England, History of Science

Denver Brunsman (Ph.D., Princeton University)  
Colonial American History

John J. Bukowczyk (Ph.D., Harvard University)  
Immigration and Ethnic History, Polish-American History, American Social History

Jorge Chinaea (Ph.D., University of Minnesota)  
Latin America, Puerto Rico, American Latino History, Immigration and Ethnic History, Labor

José Cuello (Ph.D., University of California, Berkeley)  
Latin America, Colonial Mexico

Elizabeth Faue (Ph.D., University of Minnesota)  
American Labor History, History of Women

Liette Gidlow (Ph.D., Cornell University)  
20th Century American Political History, American Women's History

Hans Hummer (Ph.D., University of California, Los Angeles)  
Medieval Europe, Social and Political History

Charles K. Hyde (Ph.D., University of Wisconsin)  
Economic History, History of Technology

Marc W. Kruman (Ph.D., Yale University)  
19th Century America, American Political History, American Constitutional and Legal History

Janine Lanza (Ph.D., Cornell University)  
Early Modern Europe, France, Labor, History of Women

Osumaka Likaka (Ph.D., University of Minnesota)  
Central African History, Cultural History, Social History of Labor

Elizabeth Dorn Lublin (Ph.D., University of Hawaii)  
East Asia, Japan, History of Women

Andrew Port (Ph.D., Harvard University)  
Modern German History, German Labor History

Aaron Retish (Ph.D., The Ohio State University)  
Modern Russian History, Labor History

Melvin Small (Ph.D., University of Michigan)  
American Foreign Relations, Peace Studies, Recent American History

Sandra VanBurkleo (Ph.D., University of Minnesota)  
American Constitutional and Legal History, Early American History, History of Women

David Weinberg (Ph.D., University of Wisconsin)  
Modern Europe, European social and intellectual history, modern Jewish history

Kidada Williams (Ph.D., University of Michigan)  
African American History, Social History

### **Non-Departmental Historians**

Ronald Aronson, Department of Interdisciplinary Studies  
Steve Babson, Center for Labor Studies  
Joan Mahoney, Law School  
May Seikaly, Department of Near Eastern and Asian Studies  
Jennifer Sheridan, Department of Classics, Greek and Latin  
Fran Shor, Department of Interdisciplinary Studies  
Kenneth Walters, Department of Classics, Greek and Latin

## ADMISSIONS

### M.A. Program Admission

Earning a graduate degree is an undertaking which requires a considerable commitment of time and financial resources. The Department of History expects applicants to our graduate program to arrive well-prepared to undertake this rigorous course of study. For this reason, we hold application deadlines stringently to those posted by the University\*:

Admission to the Fall Term – May 1

*Note: The Graduate Committee will consider applications made between May 1<sup>st</sup> and July 1<sup>st</sup>, but cannot guarantee a place in the program for applications made during this period.*

Admission to the Winter Term – November 1

Admission to the Spring/Summer Term – March 15

The department normally considers only applicants whose undergraduate grade point is at least 3.00 overall and at least 3.25 in a minimum of 18 semester credits in history and related subjects at the advanced undergraduate level. Applicants should have or be in the process of acquiring relevant foreign language preparation to enter the area in which they wish to study.

The M.A. application has several parts:

- The application form
  - All applicants for the Master's program must apply online at <http://gradadmissions.wayne.edu/apply.php>. Be certain to use an email for your application that you check regularly as all department correspondence will be via email. Note that when you set up your account, you may work on your application over several sessions before you submit it, so be sure to save your work.
- The application fee
  - The application fee may be paid online with a credit card at the time the application form is submitted. Applicants may also pay with check, etc., directly to the Graduate Admissions Office.
- All transcripts
  - All appropriate transcripts should be submitted to the Graduate Admissions Office. These must be official transcripts. If you are close to the submission deadline, an unofficial transcript may also be submitted directly to the History Department.
- The Graduate Record Exam, general test
- Letter of intent
  - The Department of History requires a letter indicating the career goals they seek by pursuing an M.A. in history and outlining the area of history (chronological period and/or geographical area) within which they wish to do research. The letter of intent is uploaded as part of your application.
- Writing sample
  - Applicants should submit a sample of their writing that they feel displays their ability to both write clearly and do research. Typically students submit a term paper from an undergraduate class. Make certain that the paper you submit is a clean copy – one without correction notes or grading from your previous instructor. The writing sample is submitted online with your application.
- Two letters of recommendation from former professors (preferably former history instructors)
  - The online application process allows you to identify the professors who will write your recommendations for graduate school, permitting them to file your letters of recommendation online. If they prefer, they may instead send a letter of recommendation on letterhead directly to the Director of Graduate Studies.

- Note: These are academic letters of recommendation designed to secure the judgment of a professor you have worked with about your prospect for entering a graduate program. *Do not submit work references.*

Prospective students who want to inquire about the status of their application are encouraged to contact the academic services officer, Gayle McCreedy, at [ab3697@wayne.edu](mailto:ab3697@wayne.edu) or at 313/577-2592.

*\*Note: All applications to the M.A. program not received by the above deadlines will only be considered for admission to the next consecutive term.*

### Ph.D. Program Admission

Admission to the doctoral program is only considered once a year. The deadline for submission of all materials, including GRE scores, is March 1 in any year for admission to the next consecutive fall term. The Graduate Committee meets in mid-March to consider all doctoral admissions and all graduate funding decisions. Applicants will be notified by early April of their admission status.

The department normally considers only applicants whose prior grade point is at least 3.00 overall and at least 3.25 in a minimum of 18 semester credits in history and related subjects. While attainment of an M.A. in History is not required of the doctoral applicant per se, the Graduate Committee will be looking for doctoral applicants with a strong background in history.

The Department of History coordinates all materials for the doctoral admissions packet. Any items that are not submitted online should be sent directly to the department's Director of Graduate Studies. The doctoral admission packet is comprised of the following materials:

- The application form
  - All applicants for the doctoral program must apply online at <http://gradadmissions.wayne.edu/apply.php>. Be certain to use an email for your application that you check regularly as all department correspondence will be via email.
- The application fee
  - The application fee may be paid online with a credit card at the time the application form is submitted. Applicants may also pay with check, etc., directly to the Department of History.
- Transcripts from all previous colleges and universities.
- Scores from the Graduate Record Exam general aptitude test. (If the applicant has previously taken the LSAT or GMAT, he or she should contact the Director of Graduate Studies to ascertain whether that will be accepted in lieu of the GRE.)
- At least three letters of recommendation (preferably from former history instructors) that assess the applicant's potential to become a contributing scholar in the historical profession.
- A letter of intent (one page) which outlines the fields and research the applicant wishes to pursue and the career goals the applicant wishes to pursue. This should be filed online under the "personal statement" section.
- A research paper or other fair representation of their ability in research and writing. This should be submitted online; students who are submitting a graduate essay or thesis may submit a hard copy that is free of corrections or marks.
- Those wishing to be considered for graduate assistantships or fellowships from the Department of History should so indicate on a separate sheet within their application packet. Applicants should also apply for all available funds from the graduate school concurrently with their application to History. See the graduate school website for forms and deadlines.

### Graduate Certificate in Archival Administration

The graduate certificate in archival administration may be earned as part of the M.A. or Ph.D. programs, or may be earned independently of a degree program. Applicants for the separate certificate program must file an online Application for Graduate Admission with the University Graduate Admissions Office. The department normally considers only applicants whose undergraduate grade point is at least 3.00 overall and at least 3.25 in a minimum of 18 credits in history and related subjects. Individuals already employed in the archival field are encouraged to include a sample of their professional writing as part of the admission application.

### Previous Admission to a Graduate Program at WSU

Students admitted previously to a graduate-level program at Wayne State must file a Change of Graduate Status Request with the Graduate Office of the College of Liberal Arts and Sciences instead of filing an Application for Graduate Admission. This form may be found on the WSU Graduate School website at <http://www.gradschool.wayne.edu/forms/ChangeofStatus.pdf> .

### Non-Degree Admissions

Students may also enroll in the Graduate School by seeking admission on a non-degree basis, either as a pre-M.A. or post-M.A. student\*. The non-degree admission is recommended for persons seeking admission to the M.A. or Ph.D. program but who cannot acquire the necessary letters of recommendation (as is often the case with second-career students who have been out of college for an extended period). In such a case, the applicant must file an Application for Graduate Admission, checking the non-degree box and writing in "pre-M.A." in the space provided. Should the student in the non-degree status later earn admission to the graduate program, no more than 11 credits, subject to the approval of the graduate officer of the College of Liberal Arts, may be applied toward the degree. While in the non-degree status, students are expected to successfully complete three (3) 5000-level courses and are specifically not approved to take 6000, 7000 (including 7830), or 8000-level courses. .Students in a non-degree status are typically not eligible for financial aid.

*\*Note: Graduate students must avoid the post-B.A. status as this is not a graduate status and no work earned under the post-BA status may ever be counted toward a graduate degree, either at Wayne State University or at another institution.*

## FINANCIAL ASSISTANCE

### Awards Made through the Department of History

#### Graduate Teaching Assistantships

The History Department currently awards six teaching assistantships, but because TAs are eligible for renewal up to a total of three years, in some years the department may not appoint any new TAs. Normally, TAs are selected from students pursuing a doctoral degree. Graduate teaching assistantships include a stipend, tuition scholarship for up to 10 hours of graduate study per term, and health insurance. The current stipend for a Graduate Teaching Assistant is \$12,797. A TA may be expected to teach, grade, proctor, and perform other pedagogical activities, while enrolling in a minimum of six credits of graduate work each term.

#### Research Assistantships

Individual faculty members may receive awards enabling them to employ RAs for a single 9 or 12-month appointment; these are sometimes renewed for additional years. An RA will receive a stipend (9 month stipends beginning at \$12,797), tuition scholarship, health insurance, and sometimes a housing allowance. An RA will assist one or more faculty members with research while enrolling in a minimum of six credits of graduate work each term.

#### Years of Eligibility for Assistantships

After initial appointment, a TA may be renewed annually to a total of three years of combined university funding. At the conclusion of the third year, TAs who have received three years of combined funding but have served as a TA for fewer than three years may apply for renewal, and will be considered for reappointment with the current field of applicants. After the initial year of appointment, an RA may be renewed annually.

#### Application for Assistantships

Along with other application materials, an applicant should submit a separate letter to the Director of Graduate Studies indicating his or her interest in an assistantship. Applicants for a Research Assistantship should indicate any special abilities potentially relevant to the research assistantship, such as computer skills, fluency in other languages, or interviewing experience. Applicants currently enrolled in the graduate program must also submit a current transcript and a statement describing their progress toward a degree, and obtain a letter of recommendation from their adviser. Students interested in applying for an assistantship must submit all materials before March 1.

#### Recruitment Fellowship

The department often has at its disposal a special Recruiting Rumble Fellowship for a doctoral applicant who has done no previous work at Wayne State. This fellowship includes a stipend of at least \$12,797 per academic year, a housing allowance of at least \$2,000 per year, a tuition scholarship of up to 12 hours of graduate study per term, and health insurance. Recruiting Rumble Fellows must carry full-time enrollment. Recruiting Rumble Fellows are guaranteed funding for the subsequent two years by the department, usually through an appointment as a teaching assistant. Doctoral applicants should include a separate note with their application packet indicating their interest in this award.

### Housing Allowances

The department often has at its disposal housing allowances of at least \$2,000 for doctoral students, which defray a portion of twelve months' rent. Students interested in applying for a housing allowance should contact the Director of Graduate Studies by March 1.

### **Fellowships and Scholarships Awarded by the College or Graduate School**

Students applying for funding through the Graduate School should first visit their website at <http://www.gradschool.wayne.edu> for application forms and more information about each funding source.

### Thomas C. Rumble Fellowships

The College of Liberal Arts and Sciences offers additional Rumble Fellowships to new and continuing doctoral students on a competitive basis. This fellowship includes a stipend of at least \$12,797 per academic year, a tuition scholarship of up to 12 hours of graduate study per term, and health insurance. Open only to doctoral applicants. Rumble Fellows must carry full-time enrollment. Competitive Rumble Fellowships are awarded for one year with no expectation of renewal. Applicants should include a separate note with their application packet indicating their interest in this award.

### Graduate-Professional Scholarships

Wayne State University annually offers Graduate-Professional Scholarships to qualified applicants pursuing graduate degrees in any University program. This award may not be held concurrently with any other awards and may not be held by full-time employees of WSU, but applicants may hold a job outside the University concurrently with the award. The GPS is offered to both full-time and part-time graduate students. The award for a full-time student provides a tuition scholarship of 8 to 12 credits of graduate work per semester. The award for a part-time student provides a tuition scholarship of 3 to 6 credits of graduate work per semester. The deadline is March 1.

### King-Chavez-Parks Future Faculty Fellowships

This fellowship is designed to support minority doctoral students who intend to pursue a full-time teaching position in a postsecondary institution in Michigan within one year of receiving their doctorate. These fellowships provide an annual stipend of one to three years, with a maximum value of \$35,000 over three years. Applicants must be a United States citizen or permanent resident and be a member of an underrepresented minority in the field of history. Application for the KCP Fellowship should be made directly to the Graduate School. The deadline is April 1.

### Munich Fellowships

Master's and doctoral students whose research in history is centered in Germany should consider applying for a Munich Fellowship. The Graduate School sponsors one annual competition, which provides tuition for one year of study at the University of Munich plus a monthly stipend for 10 months that is designed to support a single student's normal living expenses. Students must demonstrate both written and oral competence in the German language to qualify for this fellowship.

### The Edward M. Wise Dissertation Fellowship

The Humanities Center offers this fellowship each year to a doctoral student in the final stages of writing his or her dissertation. The fellowship offers a \$12,000 stipend plus tuition. Student recipients of the fellowship are required to present a paper at a colloquium sponsored by the Humanities Center. This award is given for calendar rather than academic years; the deadline for application is November 27.

### Women of Wayne Alumni Association Scholarships

Part-time graduate women students may receive a one-course-per-term tuition scholarship through this association. There are two scholarships, the Federation Scholarship and the Women of Wayne Scholarship, which are both administered through the Women of Wayne Alumni Association. See the association for application deadlines at 441 Ferry Mall, 313/577-2300.

### University Rules for Assistants and Fellows

All recipients of graduate teaching or research assistantships, recruitment fellowships, minority fellowships, or Rumble fellowships must comply with university rules limiting additional work assignments for pay at the University or elsewhere during the fall and winter semesters. Those rules require written consent from the Director of Graduate Studies and from the Graduate School prior to accepting an additional assignment.

### **Important Note on Doctoral Candidacy and Funding**

The structure of candidacy status for the Ph.D. program requires that each student receiving funding pay strict attention to the candidacy timetable. Students who have expended all pre-candidacy status credits but who have not completed their comprehensive exams (and therefore cannot proceed to doctoral candidacy) will be prohibited from registering for candidacy credits. As all GTA, GRA and fellowship awards require enrollment to receive the stipend, doctoral students may endanger their continuing financial package if they do not complete their qualifying exams on schedule.

### **Other Sources of Financial Assistance**

#### Thesis and Dissertation Research Support

Students approaching graduation whose research will include substantial research costs are encouraged to apply for research support. This award, granted jointly by the department and the Graduate School, goes to help defray unusual but necessary research expenses (such as travel to non-local archives or library fees). Students seeking this award should begin by discussing their research proposal with the department chair.

#### Graduate Student Professional Travel Fund

Students are encouraged to present their research at regional and national conferences. This award, granted jointly by the department and the Graduate School, is designed to help defray travel and lodging costs, as well as conference fees. Students seeking this award should begin by discussing their presentation with the Director of Graduate Studies.

## External Funding

Many opportunities for external grants and scholarships for graduate study are available from public and private institutions. Students are encouraged to visit the reference desk of the Purdy-Kresge Library or the Scholarships and Fellowships Office of the Graduate School for more information on the wide variety of scholarships available. Students approaching the writing stage of their degree program are encouraged to investigate the Grants Register, which often has sources specifically designed to support thesis/dissertation writing. Study abroad may be funded through a Fulbright Scholarship, a very competitive program that has funded two WSU doctoral students in recent years. Mellon Fellowships are also a possible source of external funding for students in the humanities; see <http://www.woodrow.org/mellon> for more information. Sources of funding for dissertation research may also be located by running a [SPIN search](#), a service of the Sponsored Programs Office at WSU which helps to identify research monies from a variety of sources.

## Internet Searching

The internet has become a storehouse of information on funding sources. Both Master's and Doctoral students should be certain to spend some time on the internet identifying funding sources.

- The Department of Education's guide for graduate students is now online at <http://studentaid.ed.gov/PORTALSWebApp/students/english/gradstudent.jsp>.
- Sallie Mae offers a scholarship search on their website at [http://www.salliemae.com/before\\_college/students\\_plan/free\\_money/scholarships/scholarships.htm](http://www.salliemae.com/before_college/students_plan/free_money/scholarships/scholarships.htm).
- FinAid, a relative newcomer on the scene, is a well-organized starting point for information and funding sources (<http://www.finaid.org/>).
- The National Association of Graduate and Professional Students' website has many good links for financial aid (<http://nagps.org/>).
- And you should not overlook CollegeNet's scholarship resources (<http://www.collegenet.com/>), which include free internet searches as well as links providing valuable advice on the search.

The WSU Office of Scholarships and Financial Aid (OSFA). The purpose of this office is to assist students who do not have sufficient personal or family financial resources to attend the university. OSFA's programs are designed to assist graduate as well as undergraduate students who are enrolled in degree programs and attending WSU full-time. Loans and employment opportunities are available for eligible graduate students. To apply for federal need-based financial aid programs, students should contact the OSFA well in advance of their anticipated needs.

## MASTERS PROGRAM

Attainment of the M.A. requires mastery of selected historical fields and a demonstrated ability to do research in primary sources in the original languages. The department expects all its M.A. students to locate and classify historical evidence, to interpret that evidence, and to present its synthesis in written and oral forms. Fulfillment of all requirements for the M.A. usually involves two years of full-time study. Students must complete all requirements for the M.A. degree within six years. The six-year period begins with the end of the first semester during which the student has taken work that applies toward meeting the degree requirements.

### Degree Requirements

For the M.A. degree in history a total of 35 graduate credits is required. At least 30 credits must be taken in history and at least 24 credits must be taken at Wayne State University. The graduate director has the authority to evaluate and accept as many as 11 credits transferred from other institutions (in accordance with Graduate School rules) and the selection of appropriate cognate courses from other departments. Students pursuing the graduate certificate in archival administration in conjunction with the M.A. should note that nine of the fifteen hours required for the certificate may be counted toward the degree, which means that a total of 41 credits is required (rather than 35).

With the advice and consent of their adviser and the graduate director, M.A. students will elect to pursue one of three plans. Students may switch from one plan to another only with the prior written consent of their adviser and of the graduate director. History 7830 is required of all students. Students must apply in writing to the graduate director for exemption. History 7830 should be taken early in one's graduate career. All students must complete the requirements for a major and minor appropriate to the plan that they select, chosen from the following list of fields:

### Geographical-Chronological Fields

African  
African-American  
American through the Civil War Era  
American since the Civil War Era  
Britain  
Early Modern Europe  
France  
Latin America  
Medieval Europe  
Modern East Asian  
Modern Europe  
Modern Germany  
Modern Russia  
World

### Topical Fields

Archival Administration  
Citizenship  
Constitutional and Legal  
Gender  
International Relations  
Labor  
Migration and Ethnic  
Urban

## Plans of Work for the M.A. Degree

Admission to Candidacy is a requirement for all students pursuing a master's degree. Admission to Candidacy is achieved by filing a plan of work with the College of Liberal Arts. Students must file a plan of work by the time they have earned 12 hours of credit. Students who do not file a plan of work in a timely manner will have a hold placed on their registration by the College. When the plan of work is successfully completed and approved by the department and the College, the student is admitted to Candidacy for the degree.

The first step in filing a plan of work is to choose a major field of study. The choice of an adviser is based upon the major field, as the adviser serves as the resource for research in this field. Students should obtain a plan of work form from the College of Liberal Arts website (<http://www.clas.wayne.edu/current-students.asp#ma>), and an unofficial transcript printed from Pipeline. When filling out a plan of work, students should first list all of the courses they have taken thus far in order. The rest of the plan of work should list the courses the students intend to take to complete the required 35 credits for the degree, understanding that not all proposed courses may be offered in that time period and substitutions will be made. Students are encouraged to consult with the academic services officer for instructions on filling out the plan of work form prior to meeting with their adviser. Once they have met with their adviser and the plan of work is approved, one clean copy with both student and adviser signatures, along with a transcript, is turned into the academic services officer. Students transferring credits from another institution will also need to file a transfer credit form and official transcript in addition to the plan of work form.

### Plan A:

Students take at least 27 credits of course work and write a thesis for eight credits. At least three courses must be in the major field and at least two courses in the minor field. Apart from thesis direction, students must complete at least four courses numbered 7000 and above, including 7830 and an 8000-level seminar.\* Students pursuing Plan A must select the major and minor fields in consultation with their advisers and must provide the graduate director with a written statement indicating those selections. Each student must also file a thesis outline with the Graduate School.

### Plan B:

Students take at least 32 credits of course work and write an essay for 3 credits. At least four courses must be in the major field and at least three courses in the minor field. Apart from essay direction, students must complete at least four courses numbered 7000 and above, including 7830 and an 8000-level seminar.\* Students pursuing Plan B must select the major and minor fields in consultation with their advisers and must provide the graduate director with a written statement indicating those selections.

### Plan C:

Students take at least 35 credits of course work. At least four courses must be in the major field and two in the minor field. At least 18 credits must be numbered 7000 or above, including 7830 and an 800-level seminar.\* It is strongly recommended that students pursuing Plan C take two 8000-level seminars in order to be prepared for their program examinations. (See below for full explanation of the written and oral exams for Plan C.) Students pursuing Plan C must select the major and minor fields in consultation with their advisers and must provide the graduate director with a written statement indicating those selections.

\*Directed Study (History 7990) will count toward the 4 courses only if it exceeds 2 credit hours.

### The Thesis (Plan A) or Essay (Plan B)

An essay or thesis should be of publishable scholarly quality. It must include a bibliography and a clear indication of where the research fits into the published literature. It should be based upon exhaustive research in the secondary literature and should make use of published primary sources and of readily available archival materials as well. The essay or thesis may begin as a seminar paper but must show evidence of further work and thought. A thesis might range from 80 to 120 double-spaced pages, exclusive of notes and bibliography. An essay might range from 30 to 50 double-spaced pages, exclusive of notes and bibliography.

The approved manual for style and form (footnotes, bibliography, etc.) is The Chicago Manual of Style (the most recent edition). In addition, a thesis must conform to the requirements in the Graduate School's [thesis and dissertation format templates](#) and an essay must conform to the requirements in the graduate office's Guidelines for the Master's Essay.

### Written Examination (Plan C)

In lieu of an essay or thesis, candidates are required to take a two-hour comprehensive written examination in their major field. The examination will test the student's grasp of relevant historiography and key debates in the field as well as factual knowledge of its basic narrative history. It will be administered by the student's adviser and graded by the adviser and a second reader from the candidate's major or minor field. The written examination must be taken at least one month prior to the oral examination.

### Adviser's Role

A student writing a thesis or an essay must consult frequently with their advisers and discuss the work's progress even when he or she are not registered for courses. The adviser will pass judgment on the thesis or essay and will indicate approval by signing the title page. The adviser to a Plan C student will be responsible for arranging for the written and oral examinations.

### Second Reader's Role

The student and the adviser should select a second departmental reader who will evaluate progress on the thesis or essay from its earliest stages. Normally, the student should do some academic work and discuss the thesis or essay with the second reader, and the second reader should have an ongoing relationship with the student's thesis or essay. Like the adviser directing the project, the second reader will pass judgment on the thesis or essay and will indicate approval by signing the title page.

### Deadlines

The obligation of being informed about all deadline dates for completing requirements for the degree, and of meeting them, is the student's.

The student must inform his or her adviser and the graduate director of the intention for completion sufficiently in advance (4 weeks) of the first deadline so that necessary preparations can be made. Failure to do so may result in postponement of the degree.

The student must submit to his or her adviser and second reader a semi-final draft of the thesis or essay at least 30 days before the deadline imposed by the Graduate School. Acceptance of the thesis or essay by the adviser and the second reader, together with the successful completion of all course work, will permit the student to take the oral examination.

## The Oral Examination

An oral examination is the final step before the M.A. degree is awarded. The examination of students pursuing Plan A or Plan B will be scheduled for one hour and will concentrate on the thesis or essay. Immediately prior to the formal beginning of the examination, the committee (made up of the adviser and the second reader) will, in the absence of the student, determine the order and allotted times for each questioner. After the examination, and in the absence of the student, the committee members will vote. Two votes are necessary for the student to pass. The student will then be informed orally of the results immediately after the examination. In addition, the committee will communicate the decision to the Director of Graduate Studies on a form provided by the department.

If the student fails the examination, he or she should consult the adviser to discover the cause of failure, and, if it is deemed advisable, a second (and last) examination can be scheduled after six months have elapsed. Students and advisers should be aware that it is their obligation to arrange for the examination with the Director of Graduate Studies well in advance of the deadlines for graduation established by the graduate school. The student must have the final draft of the thesis or essay in the hands of each member of the examining committee at least 10 days prior to the date of the examination.

For students pursuing Plan C, the one-hour oral exam may be scheduled 30 days or more after successful completion of the written examination. The examination will be held by the adviser and the second reader. The oral examination will be confined to the written examination, although questions on the examination not answered on the written may also be asked. Two votes are necessary for passing. Normally, the department schedules all M.A. examinations during the fall and winter semesters.

## COMBINED J.D./M.A. PROGRAM

### Admissions

Students who have successfully completed their first year at Wayne State's Law School may apply to the Department of History for admission to a program leading to a simultaneous receipt of a J.D. from the Law School and an M.A. from the Department of History. An undergraduate major in history is not a prerequisite. However, the department may refuse admission to or require special non-credit preparation from students with insufficient preparation. Interested students should confer with the coordinators of the J.D./M.A. program (Professor Sandra VanBurkleo).

### Core Requirements

JDC 7130 Seminar in U.S. Legal and Constitutional History	3 hours
JDC 8270 Legal History	
3 hours	
HIS 7830 Methods and Research in History	3 hours
HIS 7999 Master's Essay Direction	
<u>3 hours</u>	
(A master's essay is required)	12 hours

### History and Law Electives

A total of 21 credit hours of electives must be taken. No more than eight of these credit hours may be in law classes, as approved by the coordinators for this program. A student who wishes broad interdisciplinary background may, with the adviser's approval, elect up to six credit hours in a field outside law or history. The remainder of electives shall be in history. Because the Law School may credit some of the non-law credit hours toward the J.D. degree, a student may be able to complete his or her combined J.D./M.A. program in one semester beyond the elapsed time usually required for the J.D. alone.

For further information on the program, contact the faculty advisor, Prof. Sandra VanBurkleo, or the Director of Graduate Studies, Prof. Hans Hummer.

## CERTIFICATE IN ARCHIVAL ADMINISTRATION

The Walter P. Reuther Library of Labor and Urban Affairs, in cooperation with the Department of History and the Library Science Program, offers a graduate certificate program in Archival Administration. Students who hold a baccalaureate degree from an accredited college or university may apply for admission to this 15-credit program. An undergraduate major in history or library science is not a prerequisite. However, preparation in history or the humanities or in library science may be helpful.

### Requirements

All candidates for the certificate must complete two core courses, Archival Administration and the Practicum in Archives. They must also complete three elective courses from the approved list of archival courses. Students admitted to a graduate program at Wayne State University in either History or Library Science may obtain the certificate as part of their degree work; only 9 of the 15 hours necessary to complete the certificate may be applied toward their degree program. Effectively, this means that student earning the certificate concurrently with a degree will earn the following: AAC with the M.A. in History, 41 hours; AAC with the MLIS, 42 hours; AAC with the Ph.D. in History, 96 hours. All coursework for the certificate must be completed, and the application for certificate filed, within a time limit of three years.

#### Core Courses (Required):

HIS 7840/LIS 7710 - Archival Administration

HIS 7685/LIS 7685 - Practicum in Archives

Prerequisite HIS 7840/LIS 7710 plus 9 hours in elective coursework)

#### Elective Courses (take 3 courses from the following list):

HIS 6780/LIS 6780 - Records Management

HIS 7745/LIS 7740 - Archives & Libraries in the Digital World

HIS 7820/7780 – Electronic Records

HIS 7860/LIS 7770 - Oral History: A Methodology for Research

HIS 7880/LIS 7685 - Administration of Historical Agencies

HIS 7890/LIS 7730 - Administration and Preservation of Visual Collections

LIS 7750 - Introduction to Archival & Library Conservation

For further information on the program, contact:

Michael Smith, Director, Walter P. Reuther Library

Hans Hummer, Director of Graduate Studies, History

Joseph Mika, Director, Library Science Program

## DOCTORAL PROGRAM

Attainment of the Ph.D. requires mastery of selected historical fields and a demonstrated ability to conduct original research. The department expects all of its Ph.D. students to locate and classify historical evidence from historical sources, to interpret the evidence, and to present its synthesis in written and oral forms. Ph.D. students must be able to use research tools such as foreign languages and, in some cases, statistics. The doctoral dissertation is the culmination of the historian's training and constitutes an enlargement of our knowledge and understanding of history. Fulfillment of all requirements for the Ph.D. usually involves at least four years of full-time study. Students must complete all requirements for the Ph.D. within seven years. Wayne State University requires each doctoral student to complete a year's residence as a full-time students, i.e., to complete six credits of graduate work, exclusive of dissertation or other research, in each of two consecutive semesters. Students should consult the Wayne State University Bulletin and the [Graduate School's website](#) for more information.

### Adviser

Upon entry, each student will select, in consultation with the graduate director, a faculty member who will serve as an adviser, both in general and with respect to the dissertation. In consultation with this adviser and the graduate director, the student will select a dissertation advisory committee and will develop a course of study. This course of study will be intended to prepare the student in four fields of history, including a field in which the dissertation will be written, and a related or cognate field outside the department. If a student wishes to change advisers or dissertation committee members, a memo must be signed by all members of the committee and filed with the Graduate School.

### Degree Requirements

The Ph.D. program requires a minimum of 90 graduate credits beyond the B.A. degree. The M.A. in History degree at Wayne State may account for 35 of these, but only 30 credits in post-bachelor's programs may be transferred from other institutions.

The 90 graduate credits for the Ph.D. program must be taken so as to fulfill the following requirements:

1. HIS 7830, Methods and Research in History, or its equivalent.
2. A minimum of three 8000-level seminars in history.
3. A minimum of 30 hours in courses numbered 7000 or above. (May include all hours earned under items 1 and 2 above. Excludes hours earned in pre-candidacy and candidacy maintenance courses.)
4. A minimum of 40 hours of coursework in history. (May include all hours earned under items 1, 2 and 3 above except hours earned in HIS 7990, 7999, and 8999.)
5. Eight hours earned in cognate courses, to be determined in cooperation with the adviser.
6. Additional graduate-level work to a minimum total of 60 hours. (Excludes hours earned in pre-candidacy and candidacy maintenance courses.)
7. Thirty hours of candidacy maintenance credit.

## Fields of Study

Students should prepare themselves in three fields of history (see below). These will include two major fields and one minor field, at least one of which must be in a geographical field, and the other of which must be in a transnational field or a geographical field outside of one's area of specialization. The fields of study must be chosen from the following:

### American History

African American  
America  
America through the Civil War era  
American since the Civil War era  
Latin America (for examination only)

### European History

Early Modern Europe  
Modern Europe  
Medieval Europe (for examination only)

### African and Asian History

Modern Africa (for examination only)  
Modern East Asia (for examination only)

### Transnational History

Citizenship  
Constitutional and Legal  
Gender  
Migration and Ethnic  
International Relations  
Labor  
Urban  
World

## Admission to Candidacy

Doctoral candidacy at Wayne State University is the equivalent of A.B.D. status, indicating that only the dissertation and its defense remains outstanding in the list of requirements for the degree. Candidacy is reached after the following has been completed:

- Approximately 50 of the required 90 hours in the program have been completed.
- A doctoral Plan of Work has been filed and approved.
- The student has taken and passed the written and oral qualifying examinations in three historical fields.
- The dissertation committee has been named by means of filing the Doctoral Dissertation Prospectus and Approval form.
- The candidacy form has been filed.

## Plan of Work

Each student should file a plan of work after nine hours in the program and, in any case, no later than the completion of 40 hours of their program. The plan of work is intended to provide the student and the adviser an opportunity to discuss the career goals of the student and to ensure that the coursework adequately prepares him or her for those goals. The plan of work form is available exclusively on the Graduate School website under "[Downloadable Forms](#)," and should be filed with a copy of your WSU transcript printed from Pipeline. Students transferring graduate work from another institution must also

submit a Ph.D. Transfer Credit Form (also available on the Graduate School website) and an official transcript from that institution.

### Pre-Candidacy Research

Students who have completed the required 60 hours of coursework (remember to count transfer credits), but are not ready to complete the qualifying examinations, may enroll in Pre-Candidacy Research credits (HIS 9990). This allows students to continue to maintain full-time status while studying for their exams. Students register for the number of credits required by their financial aid packet. Pre-Candidacy Research has a maximum of 12 credit hours.

### Written and Oral Qualifying Examinations

Students in History have one semester or up to four months to take written qualifying exams in three historical fields. The oral examination must be taken within 60 days of the last written exam. Each student must pay attention to and manage the timetable for their qualifying examinations to keep on track for candidacy status.

Before admission to candidacy, each Ph.D. student must pass written qualifying examinations in three fields of study, followed by a comprehensive oral examination. In the examinations, the student will be expected to demonstrate sufficient oral and written facility, and sufficient bibliographic mastery, to teach college-level courses in each of the three fields. The oral exam follows the written within 60 days. Questions for the written part will be prepared by the faculty members with whom the student worked in each of the three fields of history. In major fields the questions will be designed for a five-hour period of writing, and in minor fields for a three hour period. The examinations may be spaced out over a time period not to exceed four months. A copy of the exams, with comments, will be returned to the student prior to the oral examination.

After evaluation by the faculty members who prepared the fields, the questions and answers are given to the academic services officer who will copy and distribute them to each member of the Qualifying Examination Committee. The student may proceed to the oral examination if he or she has passed the written exams. A student may not move on to the orals if he or she fails one written exam. After such a failure, the student must retake the exam and pass it within sixty days. The sixty-day period will then be added on to the semester period during which time the student is expected to pass all three written exams. A student who fails to pass two written exams on the first try will be terminated from the program.

Within one week of the successful completion of the written exam, the graduate director shall submit two copies of the [Report of Doctor of Philosophy Oral Examinations](#) form to the Graduate School for approval of the arrangements for the oral examination, along with the names of the committee members. The Graduate School shall appoint a graduate examiner. The graduate director shall make arrangements for the oral examination.

The student's adviser will notify the members of the department at least a week prior to the holding of the oral exam of the time, place and fields covered. Members of the department may sit in on the oral exam but may participate only with the prior permission of the examining committee and the student. Only members of the examining committee — those who have prepared questions for the written exam— are permitted to vote. Procedures for the conduct of the exam and for balloting are outlined in relevant publications of the Graduate School. Detailed provisions on these matters can be found in the WSU Graduate Bulletin and on the reverse side of the form entitled Report on Doctor of Philosophy Qualifying Examination. The oral examination shall be scheduled for no more than two hours. There will not be a second oral examination.

### Doctoral Dissertation Prospectus and Approval

Each student must file a dissertation prospectus form shortly after completing the qualifying examinations in order to advance to candidacy status. The student may obtain the dissertation prospectus form on the Graduate School website. This form must be completely filled out, including the signature of all members of the dissertation committee, before it is filed with the Graduate School. A research prospectus is expected to explore the hypothesis, methodology, and sources used for the dissertation.

It is absolutely critical that students whose dissertation proposal includes the collection of oral interviews also obtain the approval of the Human Investigation Committee (HIC) *PRIOR* to beginning research. This is a separate set of forms, and requires lengthy turnaround time. Students need to be sure to plan ahead in order to obtain approval from the HIC and stay on course with the doctoral candidacy timeline.

### The Candidacy Form

Once the qualifying examinations, both written and oral, have been successfully completed, students must file the Candidacy Form (available on the Graduate School website) before advancing to candidacy. This form verifies the dissertation committee, the passing of the qualifying exams, and requires the student to submit an up-to-date transcript to the Graduate School.

### Candidate Status

Each Ph.D. Candidate is required to register for four consecutive semesters of Candidate Status. Fall and winter registrations are required; spring/summer registration is optional. Students registering for Candidate Status will need to contact the Graduate School for registration overrides, as they retain control of candidacy registration to better monitor progress toward degree. During each of the four terms of Candidate Status, students will be assessed tuition for 7.5 hours graduate credit. If a student completes the dissertation prior to the end of the fourth term of Candidate Status, he or she is still responsible for paying the complete 30 hours of tuition. Students registered in Candidate Status credits will be considered full time students.

The four required Candidate Status course are:

- HIS 9991 – Candidate Status I
- HIS 9992 – Candidate Status II
- HIS 9993 – Candidate Status III
- HIS 9994 – Candidate Status IV

Students who do not register for four consecutive terms of candidate status will be considered withdrawn from the Ph.D. program and will have to seek reinstatement from the Graduate School. Students whose serious medical problems or compelling personal problems prohibit registration for four consecutive terms may seek a leave of absence in advance from the Graduate School. Leaves will not be approved after the fact. Students may petition the Graduate School for permission to accelerate the pace of Candidate Status by taking more than one course in a single term, but understand that such permission will be granted rarely.

As Candidate Status credits are earned, students will receive the grade of “Y” in each term of Candidate Status. At the time of the dissertation defense, all grades will be changed at once.

### Candidacy Maintenance Status

After a student has completed the thirty hours of Candidate Status, he or she must enroll in Candidacy Maintenance Status while completing the dissertation in order to remain active in the program. By enrolling for one hour of Maintenance Status per term, students retain access to all University resources such as the library system, computer labs, and the fitness center. Students enrolled in Maintenance Status are considered to be full-time students.

### Foreign Language and Research Tools

Students whose major field is in American History must demonstrate a reading knowledge of one foreign language before the oral defense of their dissertation. Students whose major field is in a non-American field must demonstrate a reading knowledge of two foreign languages or, with the permission of the graduate director, mastery of one foreign language and the acquisition of certain specific auxiliary skills, such as statistics, as a substitute for the second language.

Students have two options for taking the foreign language examination: a one to two-hour written translation of an approximately 500-word selection from a significantly larger amount of material submitted by the student in conjunction with his or her adviser (for which a non-computerized dictionary is permitted), or the two-hour standardized Graduate Foreign Language Test from Princeton (no dictionary permitted). A student pursuing statistics may take either the graduate statistics sequence offered through the Department of Political Science or the summer intensive program offered at the University of Michigan in Ann Arbor.

### Dissertation and Oral Defense

The dissertation is a work of original historical research and writing on a topic selected by the student with the approval of the student's adviser. After passing the qualifying examinations, the student, in consultation with the dissertation committee (which may be different from the Qualifying Examination Committee), must prepare and file with the Graduate School the Doctoral Dissertation Prospectus and Approval form, which must be signed by all members of the dissertation committee and the graduate director. The dissertation committee shall consist of at least three History Department members (the adviser, the second reader, and a third reader selected by the graduate director in consultation with the adviser) and one non-departmental member (typically from the department representing the student's cognate work). All members of the dissertation committee must have graduate faculty status with the Graduate School. Any change in the committee's membership requires Graduate School approval.

The dissertation should follow the Chicago Manual of Style (the most recent edition) and the Graduate School's [thesis and dissertation format templates](#). Where the two disagree, the Graduate School's template takes precedence. The dissertation must include a bibliography. A draft of the dissertation must be submitted to the Graduate School for approval of format according to its published deadlines. The department strongly encourages all students preparing for the defense to take the submission of the draft seriously, because the Graduate School often requires many corrections to format. Failure to submit the draft in a timely manner could delay graduation.

When all committee members tentatively approve the dissertation, they must sign the Final Report: Dissertation Public Lecture-Defense form at least two weeks before the dissertation defense. The dissertation defense is conducted by the dissertation committee. Students may request an external examiner be appointed by the Graduate School. The dissertation defense must be publicized in advance to the university community, as this is a public event. Doctoral students who are in the writing stages of their degree are especially encouraged to attend dissertation defenses to prepare for their own.

Within two weeks of passing the defense, students must submit the final corrected copy of the defense electronically (at <http://dissertations.umi.com/wayne/>) along with all publishing and copyright fees.

## Graduation

Doctoral students approaching defense of their dissertation and graduation should locate the [graduation checklist](#) on the Graduate School's website early on and check back frequently to be certain they are on track with all of the requirements. At the time of this printing, that list includes:

- Application for degree
- Dissertation format check
- Dissertation Final Defense Form filed at least 2 weeks before the defense to acknowledge that the written form of the dissertation has been approved by the committee
- Dissertation Defense Held
- Dissertation Final Defense Form refiled to reflect the defense was passed
- Dissertation electronically submitted for publishing to Proquest along with the Dissertation Agreement form and the dissertation abstract
- One signed title page submitted to the Graduate School
- All publishing and copyright fees paid to the Graduate School
- Survey of earned doctorates filed
- Ph.D. exit survey filed
- List of previous degrees filed
- Commencement Reply form filed

## ADDITIONAL INFORMATION

### WSU Student ID number, OneCard, and AccessID

When a student is admitted to WSU, they are issued a 9-digit student identification number and a 6-digit alphanumeric AccessID.

Your student number, sometimes also referred to as your “Banner ID” (WSU uses a computer system called Banner), ties together your personal information, admission, academic transcript, financial aid records, and alumni records into one file for ease of processing your paperwork. You need to know this number for any official WSU forms.

Your student ID number is used to acquire your OneCard, which is your student photo ID, your parking card, your library card, and a debit card for making purchases on campus. The OneCard office is located in the Welcome Center.

Your AccessID is the basis for your email account, e.g. – aa1111@wayne.edu. Be aware that most official university correspondence – including department news - will be conducted via the WSU email system. Activate your AccessID as soon as possible after admission. (Note: the ID given to you during the application is *NOT* your permanent AccessID.) If you prefer to use another email provider, make certain that you forward your WSU email to that account, and run a test yourself to make certain it is working. Your AccessID also gives your entry to WSU’s Pipeline, which is also where you register for classes and find your grades posted. The link to Pipeline is on the WSU homepage.

### The 5000/7000 Course Structure

Graduate students in 5000-level courses will be expected to do more reading and writing than undergraduates in the same courses. Those taking courses at the 7000-level will be expected to do considerably more reading and writing than undergraduates taking the 5000-level version of these courses. Typically, M.A. students take the majority of their coursework at the 5000/6000 level and doctoral students spend most of their time in 7000-level courses.

### Directed Studies

Directed studies courses require prior approval both of the professor involved and the student's adviser. It is department policy that such courses are normally reserved for students who have already taken the basic 5000-level courses in the field involved. They are not to be used as substitutes for basic courses nor as substitutes for seminars. The department permits a maximum of three directed studies courses at the M.A. level. Special forms for M.A. and Ph.D. directed studies courses must be completed by the student and the adviser prior to the middle of the term in order for the student to receive credit.

### Taking Courses Elsewhere

Wayne State University participates in the Michigan Intercollegiate Graduate Study program (MIGS), which allows graduate students to take courses at other Michigan public institutions which offer graduate degrees. Students wishing to take courses at the University of Michigan, Michigan State, etc., should first speak with their advisor about how these courses will integrate into the rest of their plan of work. This program is managed by the Office of Graduate Admissions; there are forms to be filed in advance of registration and at the end of the term.

Additionally, graduate students may take courses at the University of Windsor through the Wayne-Windsor Exchange Program. Please remember that Homeland Security has tightened the Detroit-Windsor border significantly, so have all of your visa paperwork in order before you sign up for this. This program is managed by the Study Abroad Office.

### Grades

Each graduate student must maintain a B (3.0) grade point average. The department will terminate any student who receives the grade of C+ or lower in two courses during their graduate program. It is the responsibility of students to maintain their academic record; the Department of History will not necessarily be able to warn students in advance of their termination from the program.

### Incompletes

It is expected that incompletes will be made up by the end of the next succeeding term. The Director of Graduate Studies may place a "hold" on the student's registration if, after consultation with the adviser, the director concludes that the student has accumulated an unwarranted number of incompletes. Additionally, students employed as graduate teaching or research assistants may endanger their eligibility through the accumulation of incompletes.

### Full Time Status

A full-time student is one who is enrolled for eight or more credits during a semester, fall or winter terms and at least one hour during the spring/summer term. This rule is superseded by those of any financial aid source, who routinely define separate requirements for full-time status. Additionally, students under contract as GTA/GRAs may fulfill their contract with a minimum of 6 hours, but they should be aware that this contractual minimum may not meet the full-time enrollment requirement of a lending institution, should they have previous student loans. *Read the fine print.*

### Application for Graduation

Graduate students should apply for degree before the term in which they expect to graduate. Check the Graduate School's website for deadlines. All graduation applications are filed electronically via the student tab of Pipeline.

### Computer Labs

The Department of History belongs to a consortium of social science departments within the College of Liberal Arts and Sciences who run a semi-private data lab located on the second floor of the Faculty-Administration Building. Graduate students in history are encouraged to make use of this data lab, which includes powerful statistical tools such as SPSS as well as standard word processing and spreadsheet programs.

## CAREERS IN HISTORY

Although traditionally, history graduate students have gone on to careers in teaching, Ph.D.s at the university level, M.A.s at the secondary or community-college level, this has changed over the last decade or so, and the placement of department alumni reflects those changes. Graduate training in history, with its emphasis on analytical skills and problem-solving, has become a valuable pathway to diverse job opportunities.

In recent years, the job market for full-time post-secondary positions has tightened considerably and placement is often difficult. Although the causes are many, the principal problem seems to be the meteoric rise of part-time employment, itself fueled by the earlier glut of trained historians looking for work. Thus it is relatively easy to obtain “adjunct” placement, but students need to understand that part-time faculty positions are temporary, poorly paid, and frequently come without benefits. Although the market for college teaching positions is not totally saturated – and several of our recent Ph.D.s have found full-time academic jobs – the department wants to stress to new applicants that they should be willing to consider a wide variety of alternative lines of work that can lead to fruitful and challenging careers in themselves or serve as stepping stones to teaching positions.

First and foremost are careers in archives and historical agencies. Because of the international significance of the Reuther Library, Wayne State has developed a renowned certificate program in Archival Studies, which, combined with a degree in history, has provided an avenue to employment for several hundred of our graduates over the years. Archivists may be generalists, processing collections and aiding researchers, or they may become specialists in appraisal, records management, oral history, and paper or photographic conservation. Students who complete the Graduate Certificate in Archival Administration along with an M.A. or Ph.D. in history will find themselves marketable for positions in archives, historical agencies, and historical museums at the national level. Michael Smith, Director of the Reuther Archives, serves as the director for the archival program.

Historical Agency and Museum positions have also been the reward for a good number of our M.A.s and Ph.D.s. Students interested in this area are encouraged to speak with Michael Smith, the Director of the Reuther Archives, about appropriate preparation for this career.

Many law-related or law-sensitive institutions recognize the J.D. with an M.A. as an entry-level research and teaching degree. Prof. VanBurkleo serves as the adviser to the joint J.D./M.A. program.

Other public history openings are to be found in municipal, state, and federal agencies, including the military and intelligence services. Membership in Phi Alpha Theta, the history honors society, is an automatic benefit to placement in civil-service categories. The FBI and CIA regularly recruit from the WSU campus, and have been particularly interested in graduate students with strong abilities in computer use and computer-aided research. Several of our M.A. alumni work in one or the other of these agencies (sorry, we can’t reveal their names). Careers in historic preservation are also possible for those interested in public history. Preservation often entails not only conducting historical research on a site, but grant writing and the political process of convincing a civic body to approve the site’s historicity. Prof. Hyde serves as a valuable resource for students interested in historic preservation.

Because of our department’s special focus on labor history, positions in the labor movement offer another important venue for our graduates. Several alumni have combined interests in labor with the archival certificate and found jobs in labor-related archives, such as the UAW archive and the archives of the big three automakers.

Businesses, especially large corporations, are increasingly interested in people with the skills of a historian, whether or not one’s work would involve historical research directly. Gale Research, a firm in Detroit’s northwest suburbs which publishes yearbooks on various specialized topics, has provided both part-time

and full-time employment to many of our graduates based on the strong research skills gained through a degree in history.

Moreover, university work need not be limited to the classroom. Advising and various administrative activities are appropriate pathways to careers in higher education for historians and also serve as an interim base for a move into teaching. Three of our recent doctoral alumni have taken non-teaching positions, two with the Advising Center at the University of Michigan and one with the Department of Interdisciplinary Studies at Wayne.

Finally, secondary teaching, particularly in college prep schools, is emerging as a desirable option for doctoral students. Among our current doctoral students, two are working at the Cranbrook Academy and another at the University of Detroit Jesuit High School. It goes without saying that high school teaching is an excellent career for M.A. students; students interested in teaching at the secondary level should seek the advice of their school board to ascertain whether an M.A. or an M.A.T. is more highly valued in that market.

This list does not exhaust the options open to Wayne recipients of advanced degrees in history, but it demonstrates that prospective historians hardly need to limit their career goals to college teaching. History M.A. and Ph.D. degrees offer their holders great flexibility in charting their futures.