

Graduate Student Handbook

MASTER OF ARTS DEGREE IN HISTORY
September 2019

This handbook is for current history graduate students in the MA in History program in the Department of History and Philosophy at Eastern Michigan University. Careful reading of this handbook will familiarize you with the requirements of the program, advising and policies, and will provide forms and other helpful resources. This guide is a supplement to, not a substitute for, the University Graduate Catalog and University Student Handbook.

Table of Contents

1. Program Contact Information.....	4
2. History Faculty.....	4
3. Mission Statement and Program Student Learning Outcomes.....	5
4. Admission Requirements.....	5
5. Program Requirements.....	6
Standard MA in History Program	
Thesis Track of the MA in History Program	
6. Terminal Requirements for MA in History Program	
MA Exam for the Standard MA in History Program.....	8
Applying to take the MA Exam	
Preparing for the MA Exam	
Dates for taking MA Exam	
MA Thesis for Thesis Track.....	8
Setting up the Thesis Committee	
Applying to the Thesis Track in the MA in History program	
Graduate Thesis Hours	
Thesis Manual	
7. Graduate Advising and Program of Study.....	9
8. Registering for Classes.....	10
9. Course Overrides.....	10
10. Independent Study.....	11
11. Study Abroad and Domestic Travel Courses.....	11
12. Academic Load.....	11
13. Time to Degree.....	12
14. Graduation Process.....	12
Filing for Graduation	
Program Audit	
15. Financial Aid	
Graduate Assistantships.....	13

Scholarships in History.....	13
Academic Scholarships	
Study Abroad and Domestic Travel Scholarships	
Research in History Scholarships	
Travel to Academic Conferences	
University Scholarships	
16. Internships.....	15
Prerequisites for Enrolling in an Internship	
Requirements for an Internship	
Arranging for an Internship	
Final Internship Paper Guidelines	
17. Student Organizations and Opportunities for Intellectual Engagement.....	17
Phi Alpha Theta History Honors Society	
Student History Association	
History Graduate Writing Workshop	
History Speakers Series	
Graduate Research Conference	
18. Student Academic Performance, Academic Probation, and Dismissal Policies.....	18
Academic Deficiencies Resulting in Disciplinary Action	
Process for Requesting Reinstatement after Dismissal	
19. Academic Misbehavior Such as Plagiarism Resulting in Disciplinary Action.....	19
20. Non-Academic Behavior Resulting in Disciplinary Action or Dismissal.....	20
Student Code of Conduct	
21. Grade Grievance Procedures.....	20
22. EMU History Website and Facebook Page.....	23
23. Finding the Forms You Will Need During Your Graduate Career.....	23
EMU History Website	
Graduate School Website	
Office of Records and Registration Website	
24. Graduate School Policies and Contact Information.....	25
25. University Catalog.....	26
26. University Student Handbook.....	26

1. Program Contact Information

EMU History
Department of History and Philosophy
701 Pray-Harrold
Ypsilanti, Michigan 48197
Phone: 734.487.1018
[EMU History Website](#)

James Egge
Department Head
701 Pray-Harrold
734.487.1018
jegge@emich.edu

John G. McCurdy
History Graduate Coordinator
701-H Pray-Harrold
734.487.0906
jmccurdy@emich.edu

Rachelle Marshall
Senior Secretary
701-D Pray-Harrold
734.487.3835
rmarsh8@emich.edu

Graduate School at Eastern Michigan University
202 Boone Hall
734.487.0048
<http://www.emich.edu/graduate/>

2. History Faculty

Our faculty members are at the heart of our graduate program in History. They are dedicated to your success, and to the profession of history. Brief educational and professional biographies, along with faculty contact information may be found on the History Section website at:

[History Faculty Biographies](#)

3. Mission Statement and Program Student Learning Outcomes

Program Mission Statement

The Master of Arts in History enables students to acquire both general and specific knowledge concerning the human past. The program features specialization and breadth in subject matter. It also incorporates instruction in historiography and methodology as well as practice in research and writing. Students learn to locate, assess, and present historical data from primary and secondary sources. This helps students refine their understanding of the meaning and matter of history. The degree can serve as further preparation for teaching at the secondary level, for positions in government or business or for further graduate work at the doctoral level.

Programmatic Student Learning Outcomes

- Students will learn how to do original research and produce a scholarly paper based in primary sources.
- Students will recognize the methodology and conventions historians use as they research, think about, and write on historical issues and problems.
- Students will employ the methodology and conventions that historians use as they research, think about, and write on historical issues and problems.
- Students will be able to express their ideas and arguments in writing in a cogent and lucid fashion.
- Students will be able to locate and evaluate a variety of historical sources in archives, libraries, and online, both of a primary and secondary nature.
- Students will gain an understanding of the historical development of the field of history itself and will produce a historiographical paper detailing that development in relation to a particular scholarly debate.
- Students will gain a detailed understanding of historical development within two broadly defined fields, focused on two distinct areas of the world.
- Students will be introduced to scholarly debates within a variety of sub-fields and sub-disciplines of history and learn how to choose and synthesize between conflicting interpretations.

4. Admission Requirements

Applicants Must:

1. Complete at least 20 hours of undergraduate course work in history, with a GPA of at least 2.75 for all undergraduate history courses.
2. Have a cumulative undergraduate GPA of 2.75, or a 3.0 GPA in the second half of the undergraduate program.
3. Complete the [Graduate School Application](#). All application materials are submitted to the Graduate Admissions Office.
4. Have earned a valid undergraduate degree from an accredited four-year institution of higher education.
5. Submit official transcripts from all previously attended colleges/universities. EMU alumni do not need to request official transcripts.

6. Complete a personal statement describing student's academic interests and career and educational goals. *The essay should be 300-500 words.*

International students must have a minimum TOEFL score. See [International Admissions](#) for minimum scores.

5. Program Requirements

MA in History Program: Degree Requirements: 30 hours

The Master of Arts in History program requires successful completion of 30 hours of course work. Courses in history are divided into the following areas, and students will choose two out of the three areas in which to concentrate their studies:

Area 1: United States

Area 2: Europe

Area 3: Other World Areas

Students pursuing the MA in History may enroll in either the Standard Program or the Thesis Track. All students will initially apply to the Standard Program; those wishing to apply to the Thesis Track may do so after having completed 15-20 hours of graduate course work in history.

Standard MA in History Program

This program is appealing to teachers at the secondary level and to those who wish to pursue careers teaching at a community college. Graduates of this program can also find jobs in state and federal government or in publishing, or they may combine this degree with graduate work in library and information science, public history, museum studies, or historic preservation. This program calls for 30 hours of course work and a comprehensive examination in each of the two areas of concentration. The scope, nature, and method of examination are determined by each examiner in consultation with the student. Course requirements for the standard program are as follows:

Required Courses: 5 hours

HIST 505—Historical Methods 3 hours

HIST 688—Historiography 2 hours

Restricted Elective Courses: 12-18 hours

Three courses in each of two of the following three areas:

Area 1: United States

Area 2: Europe

Area 3: Other World Areas

Elective Courses in History: 1-13 hours

One to 13 hours selected in consultation with the graduate coordinator.

Cognate Courses: 0-6 hours

Zero to six hours selected in consultation with the graduate coordinator.

MA Exam

The Standard MA in History program culminates in a written MA exam.

Thesis Track of the MA in History program

Designed for those intending to pursue doctoral studies in history, this program provides students with the opportunity to do extended scholarly research and writing on an historical problem in their chosen field. After having completed 15-20 hours of coursework in the standard MA in History program, students should consult with the graduate coordinator about the process of applying for the thesis track.

To be admitted into this program, students need a GPA of 3.5 in their graduate coursework in history. Students will also submit a detailed prospectus describing the historical problem they intend to research, along with a review of the current state of scholarship in the field. The narrative will provide the thesis committee with an outline of the thesis, along with a projected timeline for the completion of the work. Neither the GRE nor a foreign language is required for admission into the thesis track of the MA in History program. However, students should consult with their thesis director on the advisability of gaining competency in a foreign language in preparation for engaging in advanced research on the doctoral level. Course requirements for the thesis program are as follows:

Required Courses: 5 hours

HIST 505 – Historical Methods 3 hours

HIST 688 – Historiography 2 hours

Restricted Elective Courses: 12-18 hours

Three courses in each of two of the following three areas:

Area 1: United States

Area 2: Europe

Area 3: Other World Areas

Elective Courses in History: 1-13 hours

One to 13 hours selected in consultation with the graduate coordinator.

Thesis: 6 hours

Six hours from the following

HIST 690 –Thesis 1 hours

HIST 691 –Thesis 2 hours

HIST 692 –Thesis 3 hours

MA Thesis:

The thesis track of the MA in History program culminates in the successful researching and writing of a thesis.

6. Terminal Requirements for MA in History Program

MA Exam for the Standard MA in History Program

Applying to take the MA Exam

The Standard MA in History program culminates in a written MA exam. After having complete 20 hours of coursework in the MA in History program, students in the Standard Program should consult with the graduate coordinator about setting up their MA exam committee, and filling out the application form to take the MA exam in history. The application form for the MA exam must be turned in to the graduate coordinator by the last day of classes in the semester prior to the term in which the student is applying to take the exam. Late or incomplete applications will not be accepted.

Preparing for the MA Exam

The student will be examined in his or her two areas of concentration.

Guidelines for the MA exam and the application form to take the MA exam can be found here: [MA Application Form and Guidelines for Taking MA Exam](#)

Dates for taking the MA Exam

The History Section sets aside one week in the fall term, one week in the winter term, and one week during the summer term to administer the MA exam. Students must schedule their MA examination to fall within one of these weeks.

Dates for taking the MA Exam can be found here: [Dates for taking the MA Exam](#)

MA Thesis for the Thesis track

Setting up the thesis committee

The thesis track of the MA in History program has been designed for students who plan on applying to PhD programs in history, after finishing the MA degree in History. The thesis track of the MA in History program culminates in the writing of an MA thesis. After having complete 15- 20 hours of coursework in the MA in History program, students in the Standard Program should consult with the graduate coordinator about applying for admission into the thesis track. In consultation with the graduate coordinator, the student will decide upon a faculty coordinator for his or her thesis committee, and other possible members of the committee as well. The thesis chair must be a tenured or tenure track member of the History faculty at Eastern. The second reader on the committee must also be a tenured or tenure track member of the History faculty at Eastern. Students have the option of having more than these two members on their thesis committee if they wish. The additional members may come from outside the History faculty, and even from outside of the university if deemed appropriate by the committee chair.

Applying to the thesis track in the MA in History Program

Once the thesis chair and thesis committee members have been selected, the student will begin the application process for admission into the thesis track. The application form for the thesis track involves the writing of a thesis prospectus, in which the student will outline for his or her thesis committee the historical problem upon which his or her research will focus. The student will also provide a review of the scholarship in the field in which he or she proposes to work, and provide the thesis committee with a detailed outline of the several chapters of the thesis. Having completed the thesis prospectus, the student will then defend it before his or her thesis

committee. If the committee deems the defense to be satisfactory, then the student's application materials will be passed on to the graduate committee, which makes the final decision regarding the student's application for admission into the thesis track of the MA in History program.

The application form and guidelines for writing the thesis can be accessed via this web link: [Application](#)

Before deciding to embark upon this lengthy and demanding process, students need to be aware of the rigorous demands of this undertaking:

- The final product will be a highly polished, well researched and written work: expectations are that it will be substantial but no more than 100 pages in length.
- To achieve this quality, the student should expect to spend 8-10 months researching, writing, and revising the thesis
- The student may well incur sizeable expenses in traveling to archives, making photocopies, and producing numerous copies and revisions of the thesis
- Students should also be aware of the four-step process involved in applying to the thesis track:
 1. Creation of thesis committee and identification of thesis committee chair
 2. Writing of 10-12 page thesis prospectus
 3. Defense of prospectus before thesis committee
 4. Approval of application by Graduate Committee

The above four step process typically takes 2-3 months

Graduate Thesis Hours

Students are required to take 6 hours of thesis credit hours while working on the thesis. The form for signing up for thesis credit hours can be found here: [Thesis/Project Study Contract](#)

Thesis Manual

Students working on the thesis should consult with the graduate school thesis manual to make sure they are following the proper guidelines for writing, formatting, and submitting the thesis in a timely manner. The graduate school thesis manual can be found here:

https://www.emich.edu/graduate/thesis_dissertation/forms.php

7. Graduate Advising and Your Program of Study

New students must arrange an initial **orientation advising session** with the graduate coordinator to plan their program of study in detail. Contact information for the Graduate Coordinator is:

Prof. John McCurdy

701-H Pray-Harrold

Department of History and Philosophy

jmccurdy@emich.edu

734.487.0906

During this initial advising session, the graduate coordinator will go over the program requirements and expectations with the student. The graduate coordinator will also work with the student to establish his or her two areas of concentration, and select courses for the upcoming semester. After this initial advising session students should periodically check with the graduate coordinator to make sure that they are on track to fulfil the credit hour and course requirements for their degree. Students are encourage to meet again with the graduate coordinator when they have taken 20 credit hours of graduate coursework in History so that the coordinator can do an audit of their classes and make sure that they are on track to finish their program in a timely manner.

Students in the standard MA program in History should also confer with the graduate coordinator after having completed 20 credit hours of coursework, to begin discussing preparations for the MA exam. Students who wish to enter into the thesis track of the MA in History program should consult with the graduate coordinator after 15-20 hours of coursework, to discuss the application process for admission into the thesis track.

8. Registering for Classes

After the orientation advising session with the Graduate Coordinator in History, students are free to enroll in classes for the upcoming semester in which they have been admitted into the program.

Follow these instructions to register for classes:

- First, make sure it's your **assigned day and time**.
- Make sure you know the CRNs of all the courses. (To get them ahead of time, log into your emich account, go to the Student tab, and then click class schedule.)
- Login to your my emich account and click on the Student tab.
- Make sure the Student Services tab is selected and click on Registration.
- Click on Drop or Add Classes, choose the semester you are registering for, then add the CRNs in the empty boxes.
- Once you click submit, your registration is complete.

9. Course Overrides

Graduate courses in History are capped at 15 students, and they fill quickly. If you discover that a class in which you wish to enroll is closed because it is full, you can ask the instructor of that class for an override. To do this, you will need to contact the instructor directly via email, and ask him or her for an override into the class. In your email, furnish the professor with the following information:

- Course number and title of the class, e.g. Hist 529 History of Detroit

- CRN # e.g. CRN# 51637. (The CRN# can be found in the online version of the course schedule among the information given about the class in the schedule.)
- Your student I.D. number
- Reason for the override.

Granting an override into a class is completely up to the discretion of the individual professor, and from time to time, due to pedagogical reasons or other concerns, professors will decline to grant students overrides into their classes.

10. Independent Study

Independent studies are arranged with a faculty member to allow a student to pursue interests not covered in conventional courses. Students may contract with a faculty member to take a one, two, or three credit independent study course. While students may enroll in an independent study at any time during the semester with no financial penalty for doing so, students are urged to arrange independent studies by the end of the first week of the semester in which he or she wants to do the work.

Students will work with the faculty member to design their study proposals. Once the student and faculty member have agreed upon the proposal, they will fill out the Independent study contract, found here: [Independent study contract](#)

Once this contract is completely filled out, the student must give it to the Graduate Coordinator, who will review it, and then, after signing the form, forward it to the Department Secretary. The Department Secretary will then create the independent study class, and notify the student that he or she can enroll in it.

11. Study Abroad and Domestic Travel Courses

Graduate students in History are urged to take advantage of the numerous study abroad opportunities and domestic travel courses that the History faculty at Eastern offer. Faculty regularly offer study abroad courses in France, Germany, Poland, and Italy for graduate credit. Domestic courses focusing on the Civil War and the American Revolution and colonial period are offered on a regular basis as well. Many of these classes run from 8-10 days so that they will fit into your busy schedule. For a description of our study abroad and domestic travel courses, click on this link: [Study abroad and domestic travel courses in History](#)

There are also a number of scholarships in History to help fund your participation in a study abroad or domestic travel course. For further details on these scholarships, see section 15 below.

12. Academic Load

Eight to nine hours of graduate credit for the semester is the standard full-time load. International students enrolled in less than eight credit hours should contact the Office of International Students. Graduate students may not enroll in more than 15 hours for any semester without prior permission from the Office of Records and Registration. Support of the faculty coordinator/program coordinator is required for consideration. Students holding a graduate assistantship are required to enroll in a minimum of 6 credit hours during the semester(s) they hold an assistantship.

13. Time to Degree

Degree requirements for the MA in History must be completed within six (6) years of the semester in which the student first enrolled in coursework for this degree. Under certain circumstances, a student may be granted an extension beyond the six year limit to finish the degree, provide he or she has been making good progress toward the completion of the degree. However, no student will be allowed to graduate using any coursework older than 10 years, whether it be taken at EMU or at another institution.

Students seeking a waiver of the six year time to degree limit can file a petition with the graduate school using this form: [Petition for Modification or Waiver of Policy Form](#)

14. Graduation Process

Filing for Graduation

In order to graduate a student must successfully fulfill all of the academic requirements for the MA in History degree. However, in addition to fulfilling these requirements, a student needs to do two more things to graduate. First, the student must file for graduation with the Registrar's Office (Office of Records and Registration). A student must file for graduation in the final semester in which he or she is going to complete the work for the MA in History degree. This should be done no later than TWO WEEKS into the final term in which a student is enrolled in the MA in History program.

In order to apply for graduation, go here: <https://www.emich.edu/registrar/graduation/>

This will initiate the final audit of your coursework for your program, as well as alert the Registrar's office of your intention to graduate this term. Do be aware that there is a one time, \$110.00 fee that must be paid at the time that you file your application for graduation.

The Program Audit

The second thing that the student must do in order to graduate is to have his or her program of study successfully audited by the staff in the Office of Records and Registration. Once a student has filed for graduation, this will automatically initiate the final audit of the student's program of study. The audit report will be sent to both the student and to the graduate coordinator in History. If the auditor has flagged any problems on the student's program of study, these must be cleared up before the student will be allowed to graduate. It is imperative that you file for graduation

early on in the final semester in which you are finishing up your work for the MA in History degree, so that the audit can be performed in a timely fashion, and any issues that crop up in the audit can be dealt with in a timely fashion

15. Financial Aid

Graduate Assistantships

The History Section annually awards multiple Graduate Assistantships to qualified students. Graduate Assistantships carry a cash stipend and cover the tuition for nine hours of graduate tuition over the course of an academic year. Students receiving an assistantship work as teaching and/or research assistants depending on the needs of the History faculty. The graduate coordinator will send out a call for applications for graduate assistantships toward the end of the winter term each year. Graduate Assistantships are awarded annually in May for the upcoming academic year.

Scholarships in History

Listed below are the scholarships available to graduate students in History, with a brief description of each one. These scholarships fall into five broad categories:

- Academic Scholarships
- Study Abroad and Domestic Travel Scholarships
- Research in History Scholarships
- Travel to Academic Conferences
- University and College Wide Travel and Research Awards

The due dates and application criteria vary among these scholarships. This information, along with the application form for each scholarship, can be accessed using the link following the description of the scholarship given below.

Academic Scholarships

- [Opperman Fellow Scholarship](#)

The recipient of this scholarship will receive a graduate assistantship for two academic years. The scholarship will also carry a cash stipend of approximately \$14,737, with \$9,505 being distributed the first year of the scholarship, and \$5,232 being distributed the second year. (This amount may vary slightly). The Opperman Fellow Scholarship will also cover 30 hours of graduate tuition over the course of the two academic years as well. In addition, the Opperman scholarship carries with it a \$1000.00 stipend to cover the cost of attendance at an academic conference, at which the Opperman fellow will present his or her own research. Students who are interested in pursuing an MA degree in History before advancing on to the PhD are especially encouraged to apply. Preference will be given to students who are just beginning their work in the MA in History program. The Opperman Fellow Scholarship is awarded each May, for the upcoming academic year. Application criteria and the application form for this scholarship can be accessed via this link: <http://www.emich.edu/historyphilosophy/history/scholarships/graduate.php>.

- Richard Henry "Hank" Abbott Memorial Endowed Scholarship
This scholarship is awarded to a full time graduate student in History, and is used to pay for graduate tuition and fees. The Abbot Scholarship is awarded winter term each year, and the award is applied to the next academic year. Application criteria and the application form for this scholarship can be accessed via this link: <http://www.emich.edu/historyphilosophy/history/scholarships/graduate.php>.
- Richard Davis Goff Endowed Scholarship
This scholarship is given to a graduate student in history who has selected the thesis option and who is in the process of completing his or her last 15 credit hours. The award is used to help cover tuition for the six thesis hours a student must take while writing the thesis. The scholarship is awarded to students based on the quality of their thesis proposal and History GPA. The thesis proposal must be approved by the Graduate Coordinator and is only awarded once per student. Application criteria and the application form for this scholarship can be accessed via this link: <http://www.emich.edu/historyphilosophy/history/scholarships/graduate.php>.

Study Abroad and Domestic Travel Scholarships

The History section offers a number of scholarships to graduate students to support participation in a study abroad or domestic travel class. There is a common application for the Hill, Opperman, and Wittke travel awards.

- Marilyn R. Hill Endowed Scholarship
Preference is given to graduate students studying through the Travel Study Program and intended for either tuition or travel expenses. If there is no qualified graduate student, then a qualified undergraduate may receive the award. Applications are due on November 23rd for winter term classes, and, March 15th for the summer term. Application criteria and the application form for this scholarship can be accessed via this link: [History Travel Scholarships Application](#).
- Opperman History Travel Fund
The Opperman History Travel Fund supports graduate and undergraduate majors who take a history course that travels as part of the course of study. Preference is given for international travel, which will receive a scholarship of \$1000; if there are no qualified international applicants in a given year, an award of \$500 will be given for a domestic travel course in the summer.

One award will be made for a course taken over winter term break, with applications due November 23rd; a second award is available for a summer term class, with applications due March 15th. Students must have a minimum GPA of 3.0, if an undergraduate, and 3.5, if a graduate student, and have completed one semester at Eastern Michigan. Application criteria and the application form for this scholarship can be accessed via this link: [History Travel Scholarships Application](#)

- Reinhard and Bert Wittke Travel Scholarship

This scholarship supports participation in international travel and study abroad. Priority consideration is given to a history graduate student enrolled in an international program, after which an undergraduate junior or senior in history enrolled in an international program may be considered. If no history student is eligible, then any university graduate student enrolled in an international program will be considered; failing that, any university undergraduate student enrolled in an international program can be considered. The student must have a GPA of at least 3.2 if an undergraduate student and a GPA of 3.5 if a graduate student.

Applications are due on November 23rd for winter term classes and March 15th for the summer term. Application criteria and the application form for this scholarship can be accessed via this link: [History Travel Scholarships Application](#)

Research in History Scholarships

- [Opperman History Research Fund](#)

This scholarship is used to support students traveling to archives and libraries across the country and world for research. Graduate students who need to travel to archives or libraries to access sources for their thesis research are encouraged to apply for this scholarship at the time that they submit the thesis prospectus and application to the thesis track. To apply for this funding, the student should speak with his/her thesis coordinator.

Travel to Academic Conferences

The History Section offers graduate students support to travel to academic conferences where they are scheduled to present their work. Students interested in obtaining this funding should speak with their thesis coordinator, faculty mentor, or the graduate coordinator.

University Wide Scholarships

Graduate students should also apply to these sources of funding for research and travel to conferences:

- [College of Arts and Sciences Student Travel Funds](#)
- [Graduate Student Travel Assistance Awards](#)
- [Graduate Student Research Support Fund](#)
- [Individual Professional Development Funding](#)

16. Internships

Students studying History or a related field can earn course credit toward their degrees by completing an internship. Internships allow students to gain hands-on experience in a museum, archives, or similar historical institution. Many EMU History students have used internships to apply what they have learned in the classroom and to prepare for employment after graduation. In recent years EMU History students have interned at the Yankee Air Museum, the Michigan Women's Historical Center and Hall of Fame, the Oakland County Pioneer and Historical Society, Applewood: The Charles Mott Estate, the Holocaust Memorial Center, the EMU Archives, and the Ypsilanti Historical Society.

All queries about internships should be directed to the EMU History Internship Coordinator Professor Ronald Delph at rdelph@emich.edu.

Prerequisites for enrolling in an internship

To enroll in an internship, a student must meet the following criteria:

- Be an EMU graduate student in good standing
- Be enrolled in the Master of Arts in History or the Master of Arts in Social Science program
- Have taken HIST 505
- Have completed twelve credit hours of graduate level history classes at EMU

Students unsure about their standing, rank, major, or number of credits are strongly encouraged to consult with Graduate Coordinator Professor John McCurdy at jmccurdy@emich.edu.

Requirements for an Internship

A student who successfully completes a History internship will earn three credit hours in HIST 689. As such, the student is expected to work at a level commensurate with an advanced level history course. Specifically, a Student Intern is expected to accomplish the following:

- Work 150 hours for the museum, archives, or other historical institution
- Regularly report hours worked and activities completed
- Submit a final paper (see below)
- Submit an evaluation from his or her supervisor at the museum, archives, or other historical institution

All paperwork (reports, final paper, and supervisor's evaluation) must be submitted to the EMU History Internship Coordinator. All requirements must be completed by the last day of the semester in which the student is enrolled in an internship. Students who do not complete all requirements will receive no credit for HIST 689. Students completing an internship will receive a grade of "Credit" instead of a letter grade. Students are restricted to three credit hours of internship.

HIST 689 will count as an elective course in the MA in History program.

Students are also encouraged to pair their internship with academic work in the form of an independent study or senior seminar. For more information about how this might work, students should contact EMU History Internship Coordinator Professor Ronald Delph at rdelph@emich.edu.

Arranging an Internship

A student who meets the prerequisites for an internship and who is committed to completing all of the requirements should begin planning the semester before he or she expect to begin the internship. Specifically, the student should:

- Contact EMU History Internship Coordinator Professor Ronald Delph at rdelph@emich.edu.
- Locate a museum, archive, or other historical institution where he or she would like to intern. The Internship Coordinator can help the student with this search, although students are expected to be proactive in their search for an internship.
- Interview with the museum, archive, or other historical institution. The student should prepare a resume for the interview, highlighting experience and goals.
- Complete an EMU History Internship Contract. This document must be signed by the intern and the intern's supervisor and submitted to the EMU History Internship Coordinator. To obtain a copy of the EMU History Internship Contract, contact Professor Ronald Delph at rdelph@emich.edu.
- Register for HIST 689.

All of these steps must be completed by the first day of the semester in which the internship is to take place.

Final Internship Paper Guidelines

At the end of the internship, the Student Intern must write a final paper that summarizes and reflects his or her experience. Specifically, the paper should:

- Be between four and eight pages long (1000 to 2000 words)
- Detail the student's activities in the internship
- Connect the internship to lessons or materials learned in the EMU History course
- Include examples of the student's work such as images of displays constructed or addresses to websites built

The final paper is due to the EMU History Internship Coordinator by the last day of the semester in which the student is enrolled in HIST 689.

17. Student Organizations and Opportunities for Intellectual Engagement

Phi Alpha Theta History Honor Society

EMU is home to the Alpha Beta Mu Chapter of the Phi Alpha Theta Honors Society. Founded by Professor Nels Cleven at the University of Arkansas in 1921, Phi Alpha Theta is a national history honor society with more than 970 chapters and 400,000 members nationwide. It sponsors lectures, scholarships, publications and academic conferences as part of its mission of promoting historical scholarship. Eastern's Alpha Beta Mu chapter was begun by Professor Michael Homel in 1984.

Phi Alpha Theta is open to undergraduate students with 12 credit hours in History with a 3.1 GPA and a 3.0 overall GPA. It is open to graduate students with 12 credit hours of History with a 3.5 GPA (No more than three credit hours can come from online, transfer, or AP credit.) Membership is not limited to History majors.

Members of Phi Alpha Theta are entitled to an honor cord to be worn at graduation, recognition at an annual departmental awards ceremony, a one-year subscription to *The Historian*, access to numerous scholarships and awards, and opportunities to present research at local, regional, and national conferences. For more information about joining Phi Alpha Theta, contact Professor Ashley Johnson Bavery at abavery@emich.edu.

Student History Association

The Student History Association is open to all students interested in history. It operates jointly with our Phi Alpha Theta chapter to sponsor events for history students. An organizational meeting for the Student History Association is held at the beginning of each academic year. For more information, contact Ashley Johnson Bavery at abavery@emich.edu.

History Graduate Writing Workshop

The History Graduate Writing Workshop is a student organization that enables graduate students in History to come together as a community to help one another achieve their academic goals.

The History Graduate Writing Workshop seeks to

- Make connections with fellow classmates
- Meet for peer review of coursework, presentations, term papers, and thesis chapters
- Provide a space to hold conversations about graduate work
- Gain insight on the next steps after completing your degree

History Speaker Series

Each year during the fall and winter terms, the History Section presents a series of public lectures by leading historians who engage our faculty and students in a wide variety of topics. These speakers are working in exciting areas of historical research using innovative methodologies. Their talks are lively and stimulating as they share with us their ideas and the results of their research and writing. Graduate students should make every effort to attend these lectures, to help them broaden their knowledge and appreciation of how historians go about pursuing their craft.

Graduate Research Conference

The Graduate Research Conference is an annual, on campus event held in March of each year. This conference showcases the work of our best graduate students, allowing them to present their work in an academic setting to a wide audience. Typically a history faculty member will nominate a graduate student to present his or her work in this conference. The student's work may be a research paper the student has submitted in the professor's class, or it may reflect ongoing research that the student is doing for the MA thesis. In either case, once nominated to present his or her work, the student will submit an abstract of the paper to be presented to the Research Conference organizers, and then work closely with his or her professor to revise and prepare the student's work for presentation at the conference.

18. Student Academic Performance, Academic Probation and Dismissal Policies

Academic Deficiencies Resulting in Disciplinary Action such as Probation or Dismissal

Students are placed on academic probation at the end of any semester in which their cumulative EMU grade point average in courses taken for graduate credit is below 3.0. Students must complete six graduate credit hours at EMU before being subject to academic probation. Students are notified via emich email each semester of their status, and enrollment is permitted only on a semester-by-semester basis until the probation is removed. Students placed on academic probation are encouraged to contact their program coordinator for assistance in determining how to return to good academic standing.

A probationary student must obtain a *semester* grade point average of at least 3.0 in the first semester of probation. Failure to do so will result in academic dismissal. If a probationary student is able to raise his or her semester GPA to a 3.0 or higher during the first semester of probation, but the overall GPA is still below a 3.0, the student will be given one additional semester to raise his or her cumulative GPA to a 3.0 or higher. Failure to do so will lead to dismissal. Students will be notified via emich email of such action. Students who are dismissed from an individual program while in good academic standing may still be eligible for another graduate program at EMU.

Process for Requesting Reinstatement after Dismissal

After dismissal, students may request reinstatement by submitting a Request for Reinstatement packet to the Office of Records and Registration. Deadline for submission of request will be included in the notice of dismissal. This request packet should include a personal letter which states the causes of the student's academic problems, changes in the student's situation that may rectify those problems and proposed plan of action to ensure success in graduate studies.

Documentation which supports the circumstances described will be required. Dismissed students whose cumulative GPA is less than 2.0 are automatically denied reinstatement. After the deadline for submission of requests for reinstatement has passed, the Office of Records and Registration will initiate the appeals process with the Academic Status Review Committee.

All reinstatement requests must be in writing, accompanied by documentation.

There are no exceptions to this process. All documents become the property of EMU and will not be returned or copied after submission. Students should make copies for their personal use before submitting them to the committee. Personal interviews will not be considered and reinstatement request decisions are final. Notification of decisions will be sent to your my.emich.edu email account within 14 days of the request submission deadline. If the request is approved, further action on the student's part WILL be necessary to finalize their reinstatement. Deadlines will apply and be sent by email with instructions.

19. Academic Misbehavior such as Plagiarism Resulting in Disciplinary Action or Dismissal

All students are expected to adhere to the principles of academic integrity. Consequently, the university will act to ensure that allegations of academic dishonesty are investigated promptly, thoroughly, and fairly. If the allegations are substantiated, the university will apply appropriate sanctions and correct any public record or report of the work.

Faculty must distinguish clearly research misconduct from honest error or from ambiguities that might be resolved by further investigation. Research misconduct does not include honest error or difference in interpretation and judgment of data. Research misconduct shall be defined as including, but not limited to:

- The falsification, fabrication, or misrepresentation of data, including deceptive reporting, or omission of conflicting data with the intent of falsifying results
- Plagiarism or misrepresentation of others' work as one's own
- Failure to assign authorship appropriately on any manuscript, report, project, publication, or electronic communication
- Deliberate violation of a university policy or standard procedure in research, including but not limited to the policies on the use of human subjects and the use and care of animals
- Abuse of confidentiality in peer, editorial, or regulatory review; or use or disclosure of privileged information, such as misappropriating ideas from others' grant proposals, award application, or manuscripts; or inappropriately using other privileged communications.
- Further information on the student code of conduct and community standards can be found in the University website at: <https://www.emich.edu/policies/policy.php?id=124>

20. Non-Academic Behavior resulting in Disciplinary Action or Dismissal

Students enrolled in the MA in History program at Eastern Michigan University and attending classes are expected to act in a respectful and collegial manner toward their instructors, fellow students, and university staff. Additionally, students are expected to conform to all university regulations concerning the consumption of alcohol and the possession of controlled substances. Students are also to refrain from disruptive behavior both inside and outside of class, and are to refrain from damaging or destroying university property. Failure to observe these and other regulations in the student code of conduct can result in disciplinary action or dismissal from the university.

Student Code of Conduct

Further details regarding expectations for student conduct may be found in the University Student Handbook, via this link: [Code of Conduct](#)

21. Grade Grievance Procedures

Grade Grievance Procedures provides each student with the opportunity to formally appeal a final grade in a course because the student believes that the grade has been awarded capriciously or unfairly.

Typically grade disputes occur when the stated method(s) of evaluation in the course syllabus are not followed and/or the final grade has been calculated incorrectly.

Examples of unfair grading may include but are not limited to the assignment of a course grade to a student:

- On some basis other than relevant performance in the course
- By resorting to standards different from those which were applied to other students in that course
- Or by an unreasonable and/or unannounced substantial departure from the instructor's previously articulated standards.

Please note: Disagreement with an instructor's judgement in and of itself is not a basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class. A final grade is presumed to be correct. The burden of proof resides with the student seeking the grievance.

The process allows for three steps which are briefly outlined below. For a full discussion of how to implement each of these steps, the student should refer to the section in the University Student Handbook dealing with grade grievance procedures. This material can be accessed via this link: <https://www.emich.edu/studenthandbook/policies/grade-grievance-procedure-guide.pdf>

- *Step I: Discussion with the Instructor* (Section C). Whenever possible, conflicts over grades should be resolved informally between the instructor and the student. If the grade dispute is not resolved informally between the instructor and the student, the student can file a formal Step I grievance with the Department Head of History and Philosophy. If the instructor is also the Department Head, the student can file a formal Step I grievance with the College Dean. This step must be initiated within 20 working days after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given
- *Step II: Hearing by College Grade Grievance Committee* (Section D). If the grade dispute is not resolved at Step I, the student can file a formal grievance with the College Dean. This step must be initiated within 30 working days after the start of the semester, per the EMU academic calendar, following the one in which the disputed grade was given.
- *Step III: Hearing by University Grade Grievance* (Section E). Under very specific and limited conditions either the instructor or the student may submit a Step III Grade Grievance Request Form to the Office of the Provost, appealing the prior decision at Step II by the College Grade Grievance Committee, within *ten (10) working days* of receipt of the Step II decision from the College Dean (or designee).

The process does not allow for:

- Disputes about the grading of individual exams or assignments during the semester. Where such disputes arise the student should contact the instructor immediately.
- Class action grievances by one student on behalf of several students or an entire class.

Timeline for Steps in the Grade Grievance Process

Please note: Grievances relating to grades awarded for the winter semester ending in April shall normally be pursued the next fall, measuring all stated deadlines with respect to the start of the fall semester in September.

22. EMU History Website and Social Media

EMU History Website

Graduate students enrolled in the MA in History program at Eastern should familiarize themselves with the EMU History website. This website contains a great deal of useful information about the MA in History program, scholarships, advising, and most importantly, a number of the forms that you will need throughout your career as a graduate student in History. There is also an electronic copy of this handbook found on the EMU History website as well. You can access the EMU History website via this link: [EMU History Website](#)

Once this webpage opens up, spend a few minutes familiarizing yourself with the material on it by clicking on the various links provided on this webpage. Be sure to click on the link titled “Graduate Advising” which will take you to the webpage containing links to a number of forms that you will need while in the program, such as the Independent Study Contract, the application for the MA exam, the application for admission into the thesis track, and the graduate thesis hours form.

EMU History On Social Media

Graduate students enrolled in the MA in History program are encouraged to keep up on news and announcements and events in History by frequently checking the EMU History Facebook page. Our Facebook page is regularly updated, and provides students with an easy way to keep in touch with events, announcements, friends and faculty in History. You can access the EMU History Facebook page via this link: <https://www.facebook.com/emuhistory>

Students can also follow EMU History on Instagram and Twitter:

https://www.instagram.com/emu_history/

https://twitter.com/EMU_History

23. Finding the Forms You Will Need During Your Graduate Career

Over the course of your graduate career there are a number of forms that you will need to file in order to move your program of study along. These include such forms as the independent study contract, the application to take the MA exam, and the application for admission into the thesis track of the MA in History program. There are also various forms that you will need to file with the Graduate School or registrar’s office, such as the form to graduate at the end of your program. These forms will be found in the following three places: the EMU History website, the Graduate School website, and the Office of Records and Registration website. Given below are links to each of these websites, with a listing of the types of forms that can be found on each one.

EMU History website accessed via this link: [EMU History Website](#)

When this website opens up, click on the link on the left hand side of the page titled “Advising.”

When this page opens up, click on the link titled “Graduate Advising” to access the following forms:

- Application for the MA Exam
- Application for admission into the thesis track of the MA in History Program
- Graduate Thesis Hours Form
- Independent Study Contract.

Graduate School Website accessed via this link: <https://www.emich.edu/graduate/>

When this website opens up, click on the link on the left hand side of the page titled “Documents and Forms” to access the numerous forms found on this site. These include the following forms:

- Master’s Thesis Completion Form
- Petition for Modification/Waiver of Graduate Policies
- Time Extension
- Transfer of Graduate Credit Obtained at other Institution

Office of Records and Registration website accessed via this link:

<https://www.emich.edu/registrar/forms/index.php>

The following forms are located on this website:

- Application for Degree or Certificate
- Cancellation/Withdrawal Request
- Commencement Request Form (i.e. you graduated in August but want to walk in Dec.)
- Late Withdrawal/Tuition Appeal Form
- Name Change Form
- Transcript Request Form

24. Graduate School Policies and Contact Information

Graduate School Policies

The EMU Graduate School oversees graduate programs at Eastern Michigan University, and therefore has a number of policies and procedures in place that govern many aspects of your program of study, such as time to degree, transferring in credits earned at another institution, limits on particular types of courses, and other such items. The Graduate School has a very useful website on which it has laid out these graduate school policies. You can access the Graduate School Website via this link: <https://www.emich.edu/graduate/>

Once this webpage opens up, click on the link titled “Graduate School Policies” to review these policies and procedures.

Graduate School Contact Information

Graduate School

200 Boone Hall
Eastern Michigan University
Ypsilanti, MI 48197
Phone: 734.487.0042

graduate_school@emich.edu

25. University Catalogue

This handbook for students in the MA in History program at Eastern Michigan University is meant to supplement the Eastern Michigan University graduate catalogue, which is the official policy document of the EMU Graduate School. In many cases the graduate catalogue contains more detailed information on many of the points discussed in this Graduate Student in History Handbook, and students are encouraged to consult it for more detailed information. The University Catalogue can be accessed at: <http://catalog.emich.edu/index.php>.

26. University Student Handbook

Student life at Eastern Michigan University is governed by the policies, rules, and regulations set out in the University Student Handbook. While many of these policies and regulations have been touched upon in this Graduate Student Handbook, students should refer to the official University Student Handbook for further details on these should the need arise. The University Student Handbook may be accessed via this link:

<https://www.emich.edu/studenthandbook/policies/academic.php>