THE HISTORY MASTER OF ARTS PROGRAM at BALL STATE UNIVERSITY

PREFACE

The graduate program in the Department of History provides a challenging course of study in American, European, and/or World history, leading to a Master of Arts degree. Students design their own course of study within the framework of the program requirements, which allow them to explore a particular field in some depth while gaining a comparative perspective through exposure to other fields, eras, and geographical areas.

Students work closely with faculty to gain an understanding of historical scholarship and acquire skills in research methodologies. The general (non-thesis) option prepares students for employment opportunities in the areas of public service, education, or private business. The thesis option prepares students for advanced graduate study, especially doctoral programs in history. The digital option prepares students for opportunities in many careers that employ emerging and changing digital sources and methods. Graduates of the M.A. program have been admitted to doctoral programs at major universities and have secured positions in teaching, public history, and the private sector.

This document describes the History M.A. program, including admission procedures and program requirements and options. Students are encouraged to refer to it as they develop their individual programs and decide how to fulfill the various requirements. It is designed to answer most basic questions about the graduate program. For additional information contact the Director of Graduate Studies:

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THE DIRECTOR OF THE HISTORY M.A. PROGRAM

The Director of the History M.A. Program guides students through their programs, helps them select their courses in such a way as to satisfy the program’s various requirements, and directs them to specialists within the department. Students may find it useful to use the checklist provided at the end of this document to keep track of how the courses they take fulfill the program’s requirements. Any questions concerning the M.A. program and its requirements should be addressed to the Director. To help new students adapt to the program, the Director will meet on a monthly basis with each incoming student during her/his first semester in the program, and, if the student wishes, during subsequent semesters as well. In addition to these formal appointments, students are strongly encouraged to meet with or contact the Director whenever they have a question or a problem to discuss.
THE GRADUATE PROGRAMS COMMITTEE OF THE HISTORY DEPARTMENT

The History Department’s Curriculum Committee serves as the Graduate Programs Committee, and helps the Director administer the program in a number of important ways. The GPC manages the Graduate Assistantship selection process and assigns GAs to faculty and to the Bracken Library Archives and Special Collections Research Center (see below). The GPC rules on applicants who have not met the admissions requirements but who the Director feels may nevertheless deserve admission. The GPC also considers possible revisions to the program. The members of the GPC include department faculty and one M.A. student.

REQUIREMENTS FOR ADMISSION

Applicants must apply separately to the Graduate School and to the History Department. They may do so at the same time, but the History Department may only admit them once they have been officially admitted by the Graduate School.

Applying to the Graduate School involves:

- completing the online application
- paying the application fee of $60.00;
- sending the Graduate School original copies of all official undergraduate transcripts (either electronically or by mail);
- supplying contact information for two recommendations (recommenders will be contacted through email to supply letters of recommendation)

Students must meet the admission requirements of the Graduate School, which include a 2.75 overall undergraduate GPA. Students who do not meet this requirement, but whose undergraduate GPAs are at least 2.5, may be admitted on a probationary basis with the approval of the Graduate Programs Committee of the History Department.

Students apply separately to the History Department. All applicants must submit the following to the Director of the History M.A. Program:

- a resume or curriculum vitae;
- original copies of all official undergraduate transcripts;
- a writing sample (typically their best undergraduate history paper);
- a 300-500 word statement in which they discuss their academic and professional goals and interests and explain how an M.A. in History from Ball State will help them pursue those goals and interests.

Applicants must have earned at least a 3.0 grade-point average on a scale of 4.0 in a minimum of eighteen semester hours (or the equivalent) in undergraduate history courses. This requirement may be waived in exceptional cases by the Graduate Programs Committee.

Once an application file is complete the Director determines whether the applicant has met the program’s admissions requirements and informs the applicant of the department’s decision. As the Fall Semester begins in late August and is preceded by an orientation program run by the Graduate School for incoming graduate students the week before classes, applicants must submit their complete applications by July 1. Students may begin the program in January at the start of the Spring Semester. Those who plan to do so must submit their complete applications to the Director by November 1.
GRADUATE ASSISTANTSHIPS

The Department of History typically awards six one-year graduate assistantships annually. Both incoming and continuing students may apply; awards are typically made to students from both groups. A student who is awarded an assistantship his or her first year is not guaranteed that it will be renewed the following year; each year the process is competitive. The Director will assist graduate assistants who are not awarded assistantships to find alternative employment on campus if they so desire.

To qualify for a graduate assistantship in the department, applicants must take the Graduate Record Examination (G.R.E.) general test and ordinarily have an undergraduate grade-point average of at least 3.0 on a scale of 4.0.

**Deadline:** Completed applications must be submitted to the Director by March 1 at 5 pm (or another date in early March selected by the Graduate Programs Committee if, for example, March 1 falls on a weekend). The process is competitive. The successful applicants are selected by the department’s Graduate Programs Committee and will be notified later in the Spring Term about their assignment.

**Application Process:** Each student applying for a Graduate Assistantship must submit the following:

- A cover letter explaining how a Graduate Assistantship would benefit the student and the department;
- An official record of the student’s GRE general test results;
- Contact information for three letters of recommendation instead of two (through the Graduate School online application);
- A writing sample (typically the student’s best history paper to date);
- Up-to-date transcripts (undergraduate and graduate, as applicable).

**Requirements:** GAs must be full-time students at Ball State: they must take a minimum of 6 graduate credit hours a semester during their assistantship (many take 9 hours).

**Benefits:** Each assistantship includes a salary of about $10,000.00* and tuition remission. Some fees are not covered by the Assistantships, however. GAs also benefit from tuition remission during the summer following the academic year of their assistantship (as long as they have not graduated) and are encouraged to take advantage of that opportunity (by enrolling in History 650/Special Studies, for example—see below).

**Duties:** The GAs are assigned to history professors, for whom they work twenty hours a week, assisting the professor to whom they have been assigned with teaching and research responsibilities. While each professor fashions a set of duties that fits his or her teaching and research program, duties assigned to GAs typically include some or all of the following: assisting with class management (distributing hand-outs, supervising tests, etc…), grading assignments, conducting review and/or study sessions, finding illustrations for lectures (and in some cases, even lecturing themselves), proof-reading manuscripts, and developing bibliographies for a new research project. GAs also benefit from vacation during the summer following the academic year of their assistantship (as long as they have not graduated) and are encouraged to take advantage of that opportunity (by enrolling in History 650/Special Studies, for example—see below).

Both the GAs and the faculty to whom they are assigned must submit to the Director within a few weeks of the end of the Spring Term a report on the student’s performance for the semester.

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*Amount of stipend is subject to change. See the Director of the History MA Program for up-to-date stipend amount.
of each semester a report addressing their respective evaluations of the assistantship experience. These reports typically describe the duties assigned to the GA and assess the performance of those duties by the GA. Once the Director has read the reports, they are placed in each GA’s file.

GRADUATE STUDENT ORIENTATION

At the beginning of each fall semester the History Department hosts a Graduate Student Orientation. The orientation is designed to inform graduate students about the goals and requirements of the M.A. program and includes a library tour and an informal reception at which students meet other graduate students as well as faculty members. Attendance at the Graduate Student Orientation is required of new students and recommended for continuing students.

The Graduate School also organizes an orientation during the week before the Fall Semester. It is required for all incoming graduate students and for Graduate Assistants. The Director will inform students about the particulars in the spring or early summer, once the dates and program have been set by the Graduate School.

DEGREE REQUIREMENTS

Students must complete a total of 33 credit hours, including required core courses and directed electives, and pass an M.A. examination consisting of one three-hour written examination and a one-hour oral examination. In addition, students writing an M.A. thesis will have a one-hour oral defense of their thesis. Students preparing a digital project will demonstrate their project with a one-hour presentation.

TIME ALLOWED FOR A MASTERS DEGREE

As noted in the Graduate Catalog: “All degree requirements must be met within six years unless the dean of the Graduate School, on the recommendation of the chairperson of the department offering the degree, approves an extension of time.”

Please check with the Graduate School for clarification of their extension policy. The Graduate School will not normally allow extensions beyond the six-year limit.

The Graduate Catalog provides a process for revalidating coursework that is more than six years old. This process is only available when permitted by the department chair and the dean of the Graduate School.

The History Department’s policy regarding such revalidation of expired coursework is that it will only be allowed under extraordinary and unavoidable circumstances. Students requesting revalidation may be required to provide documentation justifying their request. The Graduate Programs Committee deems the six years allowed under the Graduate School’s policy are sufficient to complete a Masters degree in History. **Students are required to complete their work within the six-year limit.**

REQUIRED CORE COURSES (6 CREDITS):

Students must take History 612 (offered fall semesters) and History 613 (offered spring semesters) upon entrance into the M.A. Program. Students beginning the M.A. Program in Spring Semesters complete these courses the following fall/spring semesters:

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<thead>
<tr>
<th>NO</th>
<th>COURSE</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>HIST 612</td>
<td>SEMINAR IN MODERN HISTORIOGRAPHY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 613</td>
<td>SEMINAR IN HISTORICAL RESEARCH</td>
<td>3</td>
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</table>
History 612 and 613 introduce students to the historiographical, epistemological, theoretical, conceptual, and methodological issues that face historians generally and in specific fields of study, as well as to the scholarly apparatus used in historical research and writing. Together, these two seminars prepare students to conduct original research, read secondary sources critically, and write a variety of papers from book reviews to research papers, including an M.A. thesis or supporting reports for a digital project for those students pursuing those options.

In History 612, students considering writing a thesis or undertaking a digital project may identify a field of historical interest and begin to survey the current secondary literature in that field. Students can then use this survey as the basis for primary research into a specific subject in that field as part of their major assignment in History 613. In pursuing this sequence, students can make substantial progress on their M.A. theses or digital projects by the end of their first year in the program.

Students wishing to write a thesis but who conclude after their completion of History 612 that their initial field of interest is no longer compelling should not continue to work in that field. Instead, they should conduct a literature search in their new field of interest in the process of completing their primary research assignment in History 613. Similarly, students who decide to write a thesis or prepare a digital project only after having completed History 612 will begin their literature review once they have identified their thesis topic.

Students not writing a thesis or preparing a digital project should regard History 612 and 613 as opportunities to demonstrate their ability to conduct secondary and primary research and communicate that research via original seminar papers.

**DIRECTED ELECTIVES (15 CREDITS):**

Students must select a minimum of five of the following courses in American, European, and/or World (non-Western) History, distributed over a minimum of two of those areas:

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<thead>
<tr>
<th>NO</th>
<th>COURSE</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>HIST 621</td>
<td>STUDIES IN AMERICAN HISTORY to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 622</td>
<td>STUDIES IN AMERICAN HISTORY SINCE 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 623</td>
<td>SPECIAL TOPICS IN US, EUROPE, OR ATL WORL</td>
<td>3-9</td>
</tr>
<tr>
<td>HIST 631</td>
<td>STUDIES IN EARLY EUROPEAN HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 632</td>
<td>STUDIES IN MODERN EUROPEAN HISTORY</td>
<td>3</td>
</tr>
<tr>
<td>HIST 633</td>
<td>SPECIAL TOPICS IN COMPARATIVE HISTORY</td>
<td>3-6</td>
</tr>
<tr>
<td>HIST 641</td>
<td>STUDIES IN WORLD HISTORY</td>
<td>3-6</td>
</tr>
<tr>
<td>HIST 661</td>
<td>SEMINAR IN DIGITAL HISTORY</td>
<td>3</td>
</tr>
</tbody>
</table>

In directed electives students read, review, and discuss historiographical surveys, books, and articles in a particular field of study. Directed electives are not comprehensive; instead, they examine a series of significant historical issues that occurred during a broadly defined chronological period in a particular part of the world. Special topics courses generally follow a similar format while focusing on specific historical phenomena, trends, or developments. The courses offered depend upon the availability of faculty.

History 650/Special Studies (see below) may be substituted for a directed elective with the permission of the Director. Students may also choose to complete a History 650 over and above these distribution requirements. Generally, students must have successfully completed 12 hours of graduate study in history before enrolling in a History 650.
ADDITIONAL COURSEWORK: GENERAL OPTION (12 CREDITS)

In addition to the core courses and directed electives, students selecting the general (non-thesis) option must complete four graduate (500 or 600 level) courses in history, or with the approval of the Director, in related fields.

ADDITIONAL COURSEWORK: THESIS OPTION (12 CREDITS):

While any student may choose to write a thesis, the History Department strongly recommends that students who intend to continue their graduate education at the doctoral level do so. In addition to the core courses and directed electives, students selecting the thesis option must complete two graduate (500 or 600 level) courses (6 credit hours) in history, or with the approval of the Director, in related fields.

Students writing a thesis typically take 6 credit hours of Thesis 698. They generally take 3-credit hour segments over consecutive terms or all 6 credit hours in one term (usually their final term). If for some reason a student takes less than the allotted 6 credit hours of Thesis 698, she/he must complete additional coursework to reach the 33-credit hour requirement to graduate.

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<tr>
<th>NO</th>
<th>COURSE</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>THES 698</td>
<td>THESIS</td>
<td>1-6</td>
</tr>
</tbody>
</table>

Each student choosing the M.A. thesis option is responsible for selecting three faculty members (a thesis committee chairperson and two readers) to supervise the completion of her/his thesis. Before a student is able to sign up for a thesis, she/he must obtain a "Topic Approval Sheet." This form (a copy of which may be found at the back of this document and on the Graduate School’s website) must be accompanied by a typewritten description of the proposed thesis. The student's thesis committee chairperson and the two other committee members must approve the proposal. After members of the committee sign the form, it must be approved by the department chair or designate, i.e., the Director of the M.A. Program. A photocopy then should be given to the Director for the student's file. The Graduate School must also receive a copy and approve the proposal before the student may enroll in Thesis 698.

As the student conducts research and writes the thesis, she/he meets regularly with the thesis committee chairperson for feedback, guidance, suggestions, and constructive criticism. The other two readers may also be involved during this process, but they are not expected to provide the same degree of supervision and mentoring as the chairperson. Upon completion of the thesis, the student submits a provisional final draft to the three readers. If the latter deem it satisfactory, the student and the three readers engage in a one-hour oral thesis defense, which is open to the public. If the defense is successful, the student makes any final changes to the thesis required by her/his thesis committee and submits a final, official copy to the Graduate School (this last step is required for graduation).

ADDITIONAL COURSEWORK: DIGITAL HISTORY OPTION (12 CREDITS)

The digital history option allows the student to pursue a major project and take courses that use digital source materials and methodologies. While any M.A. students may take our courses in digital historical methods, the Digital History option provides a directed course of study that prepares students for a number of possible careers that utilize emerging electronic technologies. Historical archives, libraries, government research facilities, broadcast media, and many other fields use these techniques in addition to traditional forms of research. The Digital History option provides the same solid base of studies in historiography and research methodologies as the Thesis and General options, while preparing students for a world of digital scholarship that is changing constantly.

Students selecting the digital option must complete the two core courses and five directed electives. They must also take two special courses required of the digital option. One of these, HIST 661, may count as one of the
HIST 546 is a course that is taught with both graduate and undergraduate students which provides an excellent introduction to digital approaches in history and the humanities. (NOTE: If a student took HIST 446 as a Ball State undergraduate, they will be required to take a digital humanities course in another department in lieu of HIST 546. The M.A. Director maintains a list of such classes, and will help the student find a course that suits his or her needs. If no such courses are available or acceptable, students may complete a HIST 650 Special Studies project that is digital in orientation.)

HIST 661 is a reading and research seminar in digital history that is offered every two years. It covers advanced techniques and current issues in digital history, and allows a student to complete a project using digital methods. **HIST 661 may count as one of the five directed electives.**

<table>
<thead>
<tr>
<th>NO</th>
<th>COURSE</th>
<th>CREDIT</th>
</tr>
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<tbody>
<tr>
<td>HIST 546</td>
<td>HISTORY IN THE DIGITAL AGE</td>
<td>3</td>
</tr>
<tr>
<td>HIST 661</td>
<td>SEMINAR IN DIGITAL HISTORY</td>
<td>3*</td>
</tr>
</tbody>
</table>

* May count as directed elective.

In addition to these courses, students will prepare a major project that is similar to a Masters Research Project or Thesis in substance and scholastic rigor, but which uses digital methods and outcomes. This project may be taken for either 3 or 6 credits. This project would combine written reports with various kinds of outcomes that might include educational modules, websites, or other digital presentations.

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<tr>
<th>NO</th>
<th>COURSE</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>CRPR 698</td>
<td>CREATIVE PROJECT</td>
<td>- 3 or 6</td>
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</tbody>
</table>

Each student choosing a 6-credit hour CRPR 698 project is responsible for selecting a committee of three faculty members (a committee chairperson and two readers) to supervise the completion of her/his project. One of the committee members must be the department’s digital historian. Before a student is able to sign up for a digital project, she/he must obtain a "6-Hr. Topic Approval Sheet." This form (available on the Graduate School website and at the back of this document) must be accompanied by a one-page typewritten description of the proposed digital project. The student's committee chairperson and the two other committee members must approve the proposal. After members of the committee sign the form, it must be approved by the department chair or designate, i.e., the Director of the M.A. Program. A photocopy then should be given to the Director for the student's file. The Graduate School must also receive a copy and approve the proposal before the student may enroll in CRPR 698.

Each student choosing a 3-credit hour CRPR 698 project must select a faculty advisor for the project. The student must also consult the department’s digital historian for assistance with the technological features of the project. The student must obtain a "3-Hr. Topic Approval Sheet." This form (available on the Graduate School website and at the back of this document) must be accompanied by a one-page typewritten description of the proposed digital project. The faculty advisor must approve the proposal. After the faculty advisor signs the form, it must be approved by the department chair or designate, i.e., the Director of the M.A. Program. A photocopy then should be given to the Director for the student's file. The Graduate School must also receive a copy and approve the proposal before the student may enroll in CRPR 698.

Students pursuing the digital option are also encouraged to take an approved course in digital approaches to the humanities outside of the History Department. The Director of Graduate Studies maintains a current list of such courses. Only one such course may be used toward the digital option. Please note that the availability of these courses cannot be guaranteed to history students, since they are maintained by the BSU departments offering the
courses, and those departments may give priority to their own students.

Students will take additional elective courses to reach the required 33 credits if necessary.

Sample courses of study for the digital history option:

**Sample One:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIST 612 Historiography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 613 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>HIST 661 Digital Seminar</td>
<td>3</td>
</tr>
<tr>
<td>HIST 546 Hist in Dig Age</td>
<td>3</td>
</tr>
<tr>
<td>Four other directed electives</td>
<td>12</td>
</tr>
<tr>
<td>CRPR 698 Creative Project</td>
<td>6</td>
</tr>
<tr>
<td>Outside digital course or add. elective</td>
<td>3</td>
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</tbody>
</table>

**Sample Two:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST 612 Historiography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 613 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>HIST 661 Digital Seminar</td>
<td>3</td>
</tr>
<tr>
<td>HIST 546 Hist in Dig Age</td>
<td>3</td>
</tr>
<tr>
<td>Four other directed electives</td>
<td>12</td>
</tr>
<tr>
<td>CRPR 698 Creative Project</td>
<td>3</td>
</tr>
<tr>
<td>Two additional electives</td>
<td>6</td>
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</tbody>
</table>

**Sample Three:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 612 Historiography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 613 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>Five directed electives</td>
<td>15</td>
</tr>
<tr>
<td>HIST 661 Digital Seminar</td>
<td>3</td>
</tr>
<tr>
<td>HIST 546 Hist in Dig Age</td>
<td>3</td>
</tr>
<tr>
<td>CRPR 698 Creative Project</td>
<td>6</td>
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</tbody>
</table>

**Sample Four:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 612 Historiography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 613 Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>HIST 661 Digital Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Digital course outside dept. (Student took HIST 446 as a BSU undergrad)</td>
<td>3</td>
</tr>
<tr>
<td>Four other directed electives</td>
<td>12</td>
</tr>
<tr>
<td>CRPR 698 Creative Project</td>
<td>3</td>
</tr>
<tr>
<td>Two additional electives</td>
<td>6</td>
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</table>

**HISTORY 650/SPECIAL STUDIES**

History 650 (1-6 credit hours) is the directed study of special problems by individual students or groups of students. This course option is designed to provide students with the opportunity to work under the close supervision of a faculty member in his/her area of expertise. History 650 is ordinarily not available until students have earned twelve credit hours of graduate study in history. Students may wish to use History 650 to prepare for their comprehensive examinations (see below).

**500-LEVEL COURSES**

Students may take a maximum of 6 credit hours of 500-level courses. **They must obtain permission from the Graduate Director to register for a 500-level course.**

**FIELDS OF STUDY**

Primary Field: The primary examination field must be in American, European, or World (non-Western) history. Students are expected to demonstrate a level of mastery in the history and historiography of the field in question.
Students must take at least 3 courses (9 hours) in their primary field. At least two of these courses must be at the 600 level and no more than one of these courses may be a 650 (Special Studies). Although fields are geographically defined, students are expected to craft more focused fields of study with faculty members. Students are encouraged to meet with faculty members early in their careers to select fields of study. Also see the examples below. Each student must choose a primary field advisor, who is willing to help guide the student with studies in the primary field.

Complementary Field: The complementary field is designed to encourage students to address at least some aspects of their primary field in comparative perspective. To satisfy this requirement, students must take at least two courses (6 hours) in a field that complements their primary M.A. examination field. The complementary field must be in a different geographical area from the primary field, but may be comparative and/or topical in nature. In other words, students could not select primary and complementary fields that are both exclusively in the field of American history, for example. At least one of these courses must be at the 600 level. Each student must choose a complementary field advisor who is willing to help guide the student with studies in the complementary field. The complementary field will be decided in consultation with the Director and other faculty in the relevant fields.

Students must take at least 3 courses (9 hours) in their primary examination field and two courses (6 hours) in their complementary field before taking the M.A. examination.

HIST 623, HIST 633, AND HIST 661 may satisfy the examination field requirements for any of the three geographical regions. This will be determined by the student’s choice of major project in each class. It may depend also upon the subject matter offered in a particular class.

M.A. EXAMINATION

Students take one 3-hour written examination and a 1-hour oral examination in their primary and complementary fields, defined in consultation with the faculty members examining them. Students may only take their M.A. examinations after having completed both of the required core courses (History 612 and History 613) and four 600-level directed electives in American, European, and/or World History (a total of eighteen 600-level credit hours in history). Students must submit to the Graduate Director a completed "Application for the M.A. Examination" form prior to the semester in which the examination is to be taken.

Students are responsible for selecting a committee of three faculty examiners, one or more of whom may also be members of the student's thesis committee. The first committee member will organize and write the student’s primary field examination and act as the chairperson of the committee. Ordinarily, this will be the student’s primary field advisor. The second committee member will organize and write the student’s complementary field examination. Ordinarily, this will be the student’s complementary field advisor. The third committee member will act as an outside reader, and should be a specialist in either the primary or complementary geographical field. Communication between students and their examiners is vital. Each student must consult with his or her primary and complementary field examiners and negotiate reading lists at least six months before the M.A. examination.

The 3-hour written examination is divided into two 90-minute essays. The first essay deals with the primary field of study. The second essay is comparative in nature and will require the student to make connections between their primary and complementary fields. Students will have a choice of three options for the first part of the examination and a choice of two to three options for the second part of the examination. The essay questions reflect the interests of the individual student and may address agreed upon sub-fields or topics of emphasis, but they also demand that the student demonstrate a command of a body of historical knowledge expected of Master's degree students. Students are encouraged to review sample questions, which are on file in the main office of the Department of History. The student’s primary field examiner will grade the primary field examination. The student’s primary and complementary field examiners will grade the complementary examination. The third examiner will read both
examinations and recommend a grade to the committee chairperson. Students should negotiate a date and time for these exams with their examiners, and contact the History Department office to schedule a room for the exams at least one month in advance.

The second part of the M.A. examination is a **1-hour oral examination**, ordinarily administered during the week following the satisfactory completion of the written examination. The student should contact the History Department office to reserve a room for the oral examination as soon he/she receives notification of successful completion of the written exams. The oral examination allows the student's faculty examiners to discuss the written examination with the student, probe at greater length issues raised during the examination, and pose questions not specifically addressed in the student’s examination essays. The faculty examiners evaluate the student's performance and place him/her in one of three categories: "pass with distinction," "pass," or "fail." Those who receive "pass with distinction" or "pass" have these assessments recorded on their Graduate School transcripts and may proceed with the completion of their Master's degree. (See the relevant form at the back of this document; this form must be completed and signed by all examiners and submitted to the M.A. Director.)

Students who receive a "fail" on any part of the written M.A. examination must retake the failed portion of the written examination before taking the oral examination. A student who fails all or a portion of the oral examination must retake the failed portion before final grades can be registered. Students receive a total of two opportunities to pass all portions of the M.A. examination. A student unable to demonstrate sufficient competence after two attempts is not allowed to complete his/her studies for a Master of Arts degree in History.

**Examples:**

A student prepares a primary field in twentieth-century US History with a focus on class and labor and a complementary field in British labor history.

A student prepares a primary field in Medieval European History with a focus on women and gender and a complementary field in modern US women’s history.

A student prepares a primary field in modern European military and foreign policy history and a complementary field in East Asian military history with an emphasis upon the Meiji Restoration in Japan.

A student prepares a primary field in pre-Civil War US history with a focus on race and slavery and a complementary field in African slavery.

A student completes a primary field in modern U.S. diplomacy and a complementary field on the USSR and the Cold War.

A student prepares a primary field in Medieval European religious history and a complementary field on Islam’s response to the Crusades.

A student prepares a primary field in Colonial American history with an emphasis on imperialism and a complementary field on 18th-century British colonialism in Asia.

A student prepares a primary field in modern Chinese popular culture and a complementary field on Asian influences in modern American popular culture.
GRADUATE FACULTY

ALVES, Abel (PhD, Massachusetts, 1990; assoc. prof.) Colonial Latin America, early modern studies, ethological approaches to world history

AYALON, Yaron (PhD, Princeton, 2009; asst. prof.) Middle East, Ottoman Empire, non-Muslims under Islamic rule, history of natural disasters

BESWICK, Stephanie (PhD, Michigan State, 1998; assoc. prof.; Dir., African Studies) African history, African women’s history, Middle East

BROWN, Sarah Drake (PhD, Indiana University, 2004; asst. prof.; Dir. of Social Studies Education) Social studies methods, curriculum and instruction in history education

CONNOLLY, James (PhD, Brandeis, 1995; dist. prof.; Dir., Ctr. for Middletown Studies) Late 19th- and 20th-century U.S., political/urban/ethnic

DESILVA, Jennifer Mara (PhD, Toronto, 2007, asst. prof.) Late medieval and early modern Europe, Renaissance and Reformation

DMITRIEV, Sviatoslav (PhD, Harvard 2001; assoc. prof., Dir. of Ancient Studies) Ancient Greece and Rome, ancient social and administrative

DOYLE, Michael William (PhD, Cornell, 1997; assoc. prof.; Dir. of Public History Program) 20th-century U.S. cultural, public, Indiana

ETCHESON, Nicole (PhD, Indiana, 1991; Alexander M. Bracken Chair and prof.) Sectional Crisis, Jacksonian era, Civil war and Reconstruction

GEELHOED, E. Bruce (PhD, Ball State, 1975; prof.) U.S. business, 20th-century business

HALL, Kenneth (PhD, Michigan, 1975; prof.) South and Southeast Asia, history of religion, history of Islam

HALL, Robert (PhD, Vanderbilt, 1991; asst. prof.) Britain, U.S., British Empire

INGRAM, Daniel (PhD, William and Mary, 2008; asst. prof.) Colonial and Revolutionary America, Native Americans
LAWRENCE, Elizabeth Han (PhD, Columbia, 2014, asst. prof.) China and Japan

MALONE, Carolyn A. (PhD, Rochester, 1991; assoc. prof.) Modern Europe, modern Britain, modern European women

MORRIS, Ronald V. (PhD, Purdue 1997; prof.) Curriculum and instruction early childhood and elementary social studies education

SEEFELDT, Douglas (PhD, Arizona State, 2001; asst. prof.) Digital, American West, public memory, environmental, 19th & 20th century US

SMITH, Kevin (PhD, Yale, 1990; assoc. prof.; Department Chair) U.S. diplomatic, international relations, World War II

STEPHAN, Scott M. (PhD, Indiana 2002; assoc. prof.) U.S. Antebellum, Civil War, and Southern History

SUPPE, Frederick (PhD, Minnesota, 1981; assoc. prof., Asst. Dept. Chair) Celtic, medieval Europe, Wales

THOMPSON, Christopher (PhD, New York University, 1997; prof.) Modern France, European social and cultural, sports

ZHUK, Sergei (PhD, Johns Hopkins 2002; assoc. prof.) Russia, Eastern Europe, comparative European and American history of religious dissenters
APPLICATION FOR M.A. EXAMINATION
MASTER OF ARTS IN HISTORY
DEPARTMENT OF HISTORY
BALL STATE UNIVERSITY

Name___________________________________________  Date________________
  Last  First  Middle

Present Address: _________________________________________________________

__________________________________________________________________________

Telephone: ________________________________

Permanent Address: __________________________________________________________

__________________________________________________________________________

Date Admitted to M.A. Program: ______________________________

M.A. Primary Examination Field: ______________________________

Courses taken in primary field (at least three, with at least two at 600 level; at most one 650):

course: __________________  semester: __________  professor: __________

course: __________________  semester: __________  professor: __________

course: __________________  semester: __________  professor: __________

M. A. Complementary Examination Field: ________________________________

Courses taken in complementary field (at least two, with at least one at 600 level):

course: __________________  semester: __________  professor: __________

course: __________________  semester: __________  professor: __________

Faculty examination committee:
  Primary Field: ________________________________
  Complementary Field: __________________________
  Third Examiner: ________________________________

M.A. Director approval (signature): __________________________________________
Courses Completed

1. Core Courses

*History 612, Seminar in Historiography*

Semester and year taken: ______________________________

Professor: ______________________________________________

*History 613, Seminar in Historical Research*

Semester and year taken: ______________________________

Professor: ______________________________________________

2. Directed Electives

*History 621, Studies in American History to 1877*

Semester and year taken: ______________________________

Professor: __________________________

*History 622, Studies in American History since 1877*

Semester and year taken: ______________________________

Professor: ______________________________________________

*History 623, Special Topics in American, European, or Atlantic World History*

Topic: _______________________________________________

Semester and year taken: ______________________________

Professor: ______________________________________________

Topic: _______________________________________________

Semester and year taken: ______________________________

Professor: ______________________________________________

*History 631, Studies in Early European History*

Semester and year taken: ______________________________

Professor: ______________________________________________
History 632, Studies in Modern European history

Semester and year taken: ______________________________
Professor: ____________________________________________

History 633, Special Topics in Comparative History

Topic: ________________________________________________
Semester and year taken: ______________________________
Professor: ____________________________________________
Topic: ________________________________________________
Semester and year taken: ______________________________
Professor: ____________________________________________

History 641, Studies in World History

Topic: ________________________________________________
Semester and year taken: ______________________________
Professor: ____________________________________________
Topic: ________________________________________________
Semester and year taken: ______________________________
Professor: ____________________________________________

History 661, Seminar in Digital History

Topic: ________________________________________________
Semester and year taken: ______________________________
Professor: ____________________________________________
Topic: ________________________________________________
Semester and year taken: ______________________________
Professor: ____________________________________________
3. Other Graduate Courses

Topics of courses:

a. ________________________________________
b. ________________________________________
c. ________________________________________
d. ________________________________________
e. ________________________________________

Semester/year taken:

a. ___________________ ______________________
b. ___________________ ______________________
c. ___________________ ______________________
d. ___________________ ______________________
e. ___________________ ______________________

Professors:

a. __________________
b. __________________
c. __________________
d. __________________
e. __________________
BALL STATE UNIVERSITY
Master of Arts in History
Graduate Check Sheet

Date: ____________________
Degree Clearance: M. A. __________
Curricular Code: MA 510M000

Student ID: ____________________

Name: ___________________________________
(Last) __________________________ (First) __________________________ (Middle) __________________________
(Maiden) __________________________

Permanent Address: _____________________________________________________________

Local Address: (If different from above) _____________________________________________

Began graduate work: __________________________ Baccalaureate: __________________________

Undergraduate major(s): __________________________ Undergraduate minor(s): __________________________

Teaching Certificate(s) held: _______________________________________________________

REQUIRED CORE (6 hours)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr Hours</th>
<th>When</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 612</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 613</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DIRECTED ELECTIVES (15 hours)

A minimum of five courses in American, European, and/or World history distributed over a minimum of two areas. Students must select from the following courses:2

American History Area
(HIST 621, HIST 622, HIST 623*, HIST 633*, HIST 661*)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr Hours</th>
<th>When</th>
<th>Grade</th>
</tr>
</thead>
</table>

European History Area
(HIST 623*, HIST 631, HIST 632, HIST 633*, HIST 661*)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr Hours</th>
<th>When</th>
<th>Grade</th>
</tr>
</thead>
</table>

World History Area
(HIST 623*, HIST 633*, HIST 641, HIST 661*)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr Hours</th>
<th>When</th>
<th>Grade</th>
</tr>
</thead>
</table>

ADDITIONAL COURSEWORK

Two or three 5003 and/or 600 level courses in history or, with approval, related fields (6-9 credit hours). Digital Option requires HIST 546 or equivalent in related field.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr Hours</th>
<th>When</th>
<th>Grade</th>
</tr>
</thead>
</table>

Option (check one):
Thesis ___ Digital ___ General ___

Thesis Option (6 hours)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr Hours</th>
<th>When</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>THES 698</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Digital Option (3 or 6 hours)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr Hours</th>
<th>When</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRPR 698</td>
<td>3 or 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Option (6 hours)

Students complete 6 additional credit hours of coursework in lieu of a thesis or digital project

<table>
<thead>
<tr>
<th>Courses</th>
<th>Cr Hours</th>
<th>When</th>
<th>Grade</th>
</tr>
</thead>
</table>

TOTAL HOURS (33 hours req.) __________

M.A. EXAMINATION

All students are required to take one three-hour written examination in their primary and complementary fields, and a one-hour oral examination. (Grades: P=pass; PWD= pass with distinction; F=fail)

Written Exam (Grade/Date) __________

Oral Exam (Grade/Date) __________

Primary Field Examiner: __________________________

Complementary Field Examiner: __________________________

Third Faculty Examiner: __________________________

Approval of M. A. Director __________________________

---

* HIST 623, 633, and 661 may count for any of the three geographic areas, depending upon the student’s major project or instructor’s course subject.

1 HIST 612 is a prerequisite for HIST 613

2 HIST 650 Special Studies (1 to 6 credit hours) may be substituted for a Directed Elective with the permission of the Graduate Director. HIST 650 is ordinarily not available until students have earned 12 credit hours of graduate credit in history. A total of 6 credit hours may be earned. Permission is needed to take this class.

3 Only 6 credits of 500-level work may be applied to the MA degree.

4 Students may sign up for 6 credit hours of THES 698 all at once, or for 3 credit hours in each of two semesters.
COMPREHENSIVE EXAMINATION
Master of Arts in History
Ball State University

Student (please print) ________________________________________________________________

Primary Field Examiner (please print) _______________________________________________

Complementary Field Examiner (please print) __________________________________________

Third Faculty Examiner (please print) ________________________________________________

-------------------------------

Written Examination

Date ____________________________

Results

_________ Pass with Distinction

_________ Pass

_________ Fail

Primary Field Examiner (signature) _________________________________________________

Complementary Field Examiner (signature) ____________________________________________

Third Faculty Examiner (signature) _________________________________________________

-------------------------------

Oral Examination

Date ____________________________

Results

_________ Pass with Distinction

_________ Pass

_________ Fail

Primary Field Examiner (signature) _________________________________________________

Complementary Field Examiner (signature) ____________________________________________

Third Faculty Examiner (signature) _________________________________________________

Note: Please return this form to the MA Director who will inform the Graduate School (Carolyn Kapinus) and Registration (Nancy Cronk) of the results. The student will not be allowed to receive the degree until the Graduate School is informed of the results. Those results will appear on the transcript as either "Pass" or "Pass with Distinction."
BALL STATE UNIVERSITY
TOPIC APPROVAL SHEET FOR THESIS, CREATIVE PROJECT
(THES 698/CRPR 698 – 6 HRS)* MASTER’S DEGREE CANDIDATES
ALL COMMITTEE MEMBERS MUST HAVE GRADUATE FACULTY STATUS

This form is to be accompanied by a 1-page typewritten description of the proposed research paper or creative project (6 hrs) including the problem, the value and significance of the problem, and the method.

To the student: Submit a signed copy of this form to the Graduate School before you begin work on your research paper or creative project and before enrolling in THES 698/CRPR 698.

Student’s Name ____________________________ BSU ID# __________________

Major Area __________________________________________________________________________

It is your responsibility to determine whether your project needs approval from the appropriate research compliance committee. If so, this approval must be secured before the study begins. The project advisor and department head should not sign off until the appropriate clearance for research compliance has been obtained and they have read and approved the written description of your proposal. Direct research compliance questions to the Office of Sponsored Programs, 285-5070 or 285-5034.

Protocol submitted to the appropriate compliance committee: Yes _____ No* _____ Not Applicable _____

*Please attach explanation why protocol has not been submitted to the appropriate compliance committee.

<table>
<thead>
<tr>
<th>Approval For Research Involving</th>
<th>Committee</th>
<th>Guidelines Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Subjects</td>
<td>Institutional Review Board</td>
<td><a href="http://www.bsu.edu/irb">www.bsu.edu/irb</a></td>
</tr>
<tr>
<td>Animals</td>
<td>Animal Care and Use Committee</td>
<td><a href="http://www.bsu.edu/animalcare">www.bsu.edu/animalcare</a></td>
</tr>
<tr>
<td>Infectious agents or materials</td>
<td>Institutional Biosafety Committee</td>
<td><a href="http://www.bsu.edu/biosafety">www.bsu.edu/biosafety</a></td>
</tr>
</tbody>
</table>

Title of Proposed Project:

Topic Selected for a ☐ Thesis ☐ Creative Project

Our signatures herewith certify that the student and faculty advisors understand that no data collection can begin until the protocol, if applicable, is approved by the appropriate compliance committee. As faculty advisors, we assure that we will provide all necessary guidance and mentoring to the student and assist with the submission of materials to the appropriate research compliance committee. We also agree to provide the writer with all the essential instruction to insure an acceptable document for presentation to the Graduate School for the master’s degree requirement.

Student signature __________________________________________ Date __________________

1. __________________________________________ Date __________________

Committee Chairperson (TYPED with signature)

2. __________________________________________ Date __________________

Committee Member (TYPED with signature)

3. __________________________________________ Date __________________

Committee Member (TYPED with signature)

Approval: __________________________________________ Date __________________

Department Head (or designate) (TYPED with signature)

Graduate Office Approval

Carolyn Kapinus, Associate Dean, Graduate School Date

*For instructions on writing the research paper or creative project, see Graduate School Requirements for Writing a Research Paper, Thesis, or Creative Project on the Graduate School’s website:
http://cms.bsu.edu/academics/collegesanddepartments/gradschool/preparingforgraduation/writingguidelines
TOPIC APPROVAL SHEET FOR RESEARCH PAPER/CREATIVE PROJECT
(RES 697/CRPR 698 – 3 HRS)* MASTER’S DEGREE CANDIDATES
ALL COMMITTEE MEMBERS MUST HAVE GRADUATE FACULTY STATUS

This form is to be accompanied by a 1-page typewritten description of the proposed research paper or creative project (3 hrs) including the problem, the value and significance of the problem, and the method.

To the student: Submit a signed copy of this form to the Graduate School (WQ 100) before you begin work on your research paper or creative project and before enrolling in RES 697/CRPR 698.

Student’s Name ______________________________________________ BSU ID# ____________________________

Major Area __________________________________________________________________________________

It is your responsibility to determine whether your project needs approval from the appropriate research compliance committee. If so, this approval must be secured before the study begins. The project advisor and department head should not sign off until the appropriate clearance for research compliance has been obtained and they have read and approved the written description of your proposal. Direct research integrity questions to the Office of Research Integrity, 285-5070 or 285-5034.

Protocol submitted to the appropriate compliance committee: Yes _____ No* _____ Not Applicable _____

*Please attach explanation why protocol has not been submitted to the appropriate compliance committee.

<table>
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<td><a href="http://www.bsu.edu/biosafety">www.bsu.edu/biosafety</a></td>
</tr>
</tbody>
</table>

Title of Proposed Project:

Topic selected for a _____ Research Paper (RES 697 – 3 hrs)

_____ Creative Project (CRPR 698 – 3 hrs)

Our signatures herewith certify that the student and faculty advisor understand that no data collection can begin until the protocol, if applicable, is approved by the appropriate compliance committee. As faculty advisor, I assure that I will provide all necessary guidance and mentoring to the student and assist with the submission of materials to the appropriate research compliance committee. I also agree to provide the writer with all the essential instruction to insure an acceptable document for presentation to the Graduate School for the master’s degree requirement.

Student signature_________________________________________________________ Date__________________

Approved:

Adviser (TYPED with signature) Date

Department Head (or designate) (TYPED with signature) Date

Graduate Office Approval

Carolyn Kapinus, Associate Dean Date

For instructions on writing the research paper or creative project, see Graduate School Requirements for Writing a Research Paper, Thesis, or Creative Project on the Graduate School’s website:
http://cms.bsu.edu/academics/collegesanddepartments/gradschool/preparingforgraduation/writingguidelines