

## **THE HISTORY M.A. 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, for advanced graduate study, especially doctoral programs in history. 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:

Dr. Kenneth M. Swope  
Associate Professor of History  
Director, History M.A. Program  
209 Burkhardt Building  
Department of History  
Ball State University  
Muncie, IN 47306-0480  
(765) 285-8778 (Professor Swope's office)  
(765) 285-8700 (History Department Main Office)  
[kmswope@bsu.edu](mailto:kmswope@bsu.edu)

Website information: <http://bsu.edu/history/graduate/>

### 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. A similar check sheet must be completed and signed by the Director before a student may graduate.

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 Graduate Programs Committee 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 an online form;
- \*paying the application fee of \$50.00;
- \*sending the Graduate School original copies of all official undergraduate transcripts.

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 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:

- \*a resume or curriculum vitae;
- \*two letters of recommendation;
- \*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 get their complete applications to the Director by November 1.

### GRADUATE ASSISTANTSHIPS

The Department of History 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;
- \*three letters of recommendation;
- \*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 work closely with their faculty mentors, who are expected to provide appropriate guidance and instructions as regards the various duties assigned their GAs.

Faculty apply in the Spring semester for GAs for the following Fall semester, and during the Fall semester for GAs for the following Spring semester. This means that a GA may be assigned to a different professor each semester.

Both the GAs and the faculty to whom they are assigned must submit to the Director within a few weeks of the end 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.

### 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:

<u>NO</u>	<u>COURSE</u>	<u>CREDIT</u>
612	SEMINAR IN MODERN HISTORIOGRAPHY	3

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 for those students pursuing that option.

In History 612, students considering writing a thesis 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 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 only after having completed History 612 will begin their literature review once they have identified their thesis topic.

Students not writing a thesis 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:

<u>NO</u>	<u>COURSE</u>	<u>CREDIT</u>
621	STUDIES IN AMERICAN HISTORY to 1877	3
622	STUDIES IN AMERICAN HISTORY SINCE 1877	3
623	SPECIAL TOPICS IN AMERICAN HISTORY	3-6
631	STUDIES IN EARLY EUROPEAN HISTORY	3
632	STUDIES IN MODERN EUROPEAN HISTORY	3
633	SPECIAL TOPICS IN EUROPEAN HISTORY	3-6
641	STUDIES IN WORLD HISTORY	3-6

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.

Finally, 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.

<u>NO</u>	<u>COURSE</u>	<u>CREDIT</u>
698	THESIS	1-6

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 see the Director to obtain a "Topic Approval Sheet." This form (a copy of which may be found at the back of this document) 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).

#### 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.

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.

This complementary field will be decided in consultation with the Director, the student's primary field adviser, 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.

### M.A. EXAMINATION

Students may only take their M.A. examination 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 their faculty examiner, who may also be a member of the student's thesis committee. Communication between students and their examiner is vital to this process. It is the student's responsibility to consult with his or her examiner and to obtain reading lists as early as possible, **at least six months before the M.A. examination, preferably earlier**.

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.

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 primary field examination will be graded by the student's primary field adviser. The comparative question will be graded by the student's primary and complementary field advisers.

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. This 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, who are normally the student's primary and complementary field advisers evaluate the student's performance and places 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 both examiners and submitted to the 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. Students receive a total of two opportunities to pass all parts 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.

GRADUATE FACULTY

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

ARGO, Charles H. (PhD, Univ. Arkansas, 2005; asst. prof.) Ancient history, Middle East, The Balkans

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; 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.; Coord. External Internships) 20th-century U.S. cultural, public, Indiana

EDMONDS, Anthony (PhD, Vanderbilt, 1970; George and Frances Ball Dist. Prof. of History) 20th- century U.S., sports, America and Vietnam

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. and Chair) U.S. business, 20th-century business

GLEN, John M. (PhD, Vanderbilt, 1985; prof.) 20th-century U.S., New U.S. South, Appalachia

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

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

MJAGKIJ, Nina (PhD, Cincinnati, 1990; prof.; Dir., African American Studies) African American, U.S. 1865-present, U.S. film

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

SMITH, Kevin (PhD, Yale, 1990; assoc. prof.) 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., Coor. Academic Advising) Celtic, medieval Europe, Wales

SWOPE, Kenneth M. (PhD, Michigan 2001; assoc. prof. and Director of Graduate Program) Late Imperial China, East Asian Diplomatic, Comparative Military History

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

WITKOWSKI, Gregory R. (PhD, SUNY, Buffalo, 2003; asst. prof.) Modern Germany, European social and cultural, transnationalism

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. Examination Field: \_\_\_\_\_

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

course: \_\_\_\_\_ semester: \_\_\_\_\_ professor: \_\_\_\_\_

course: \_\_\_\_\_ semester: \_\_\_\_\_ professor: \_\_\_\_\_

course: \_\_\_\_\_ semester: \_\_\_\_\_ professor: \_\_\_\_\_

Faculty Examiner: \_\_\_\_\_

Complementary Field: \_\_\_\_\_

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

course: \_\_\_\_\_ semester: \_\_\_\_\_ professor: \_\_\_\_\_

course: \_\_\_\_\_ semester: \_\_\_\_\_ professor: \_\_\_\_\_

Faculty supervisor for complementary field: \_\_\_\_\_

Compl. field faculty supervisor approval (signature): \_\_\_\_\_

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 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 European 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: \_\_\_\_\_

### 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  
GRADUATE CHECK SHEET  
M.A. IN HISTORY**

Date \_\_\_\_\_

Clearance: Degree: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Curricular Code: MA 510MOOO

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Local Address: \_\_\_\_\_  
(If different from permanent address)  
\_\_\_\_\_

Began graduate work: \_\_\_\_\_

Baccalaureate: \_\_\_\_\_

Undergraduate major(s): \_\_\_\_\_

Undergraduate minor(s): \_\_\_\_\_

Teaching Certificate(s) held: \_\_\_\_\_  
\_\_\_\_\_

## MASTER OF ARTS IN HISTORY

### REQUIRED CORE (6 hours)

Courses	Credit Hours	When	Grade
HIST 612	3		
HIST 613	3		

\*NOTE: HISTORY 612 is a prerequisite for HISTORY 613.

### 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:*

#### American History Area

Courses	Credit Hours	When	Grade
HIST 621	3		
HIST 622	3		
HIST 623	3 to 6		

#### European History Area

Courses	Credit Hours	When	Grade
HIST 631	3		
HIST 632	3		
HIST 633	3 to 6		

#### World History Area

Courses	Credit Hours	When	Grade
HIST 641	3 to 6		

Two 500 and/or 600 level courses in history or, with approval, in related fields (6 credit hours).

Courses	Credit Hours	When	Grade
HIST	3		
HIST	3		

**Note:** HIST 650 Special Studies (1 to 6 credit hours) 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 needed to take this class.

### Thesis Option (6 hours)

Courses	Credit Hours	When	Grade
THES 698	6		

**Note:** You may sign up for 6 credit hours all at once or for 3 credit hours in each of two semesters.

### General Option (6 hours)

Students complete 6 additional credit hours of course work in lieu of a thesis.

Courses	Credit Hours	When	Grade
HIST	3		
HIST	3		

### TOTAL HOURS (33 hours)

### M.A. EXAMINATION

All students are required to take one three-hour written examination and a one-hour oral examination, as well as satisfy a complementary field requirement.

Written Examination (grade and date) \_\_\_\_\_

Oral Examination (grade and date) \_\_\_\_\_

\_\_\_\_\_  
Signature of History M.A. Director

\_\_\_\_\_  
Date

**COMPREHENSIVE EXAMINATION**

Master of Arts in History

Ball State University

Student \_\_\_\_\_

Faculty Examiners \_\_\_\_\_

-----  
Written Examination

Date \_\_\_\_\_

Results

\_\_\_\_\_ Pass with Distinction

\_\_\_\_\_ Pass

\_\_\_\_\_ Fail

Primary Field Examiner (signature) \_\_\_\_\_

Complementary Field Examiner (signature) \_\_\_\_\_

-----  
Oral Examination

Date \_\_\_\_\_

Results

\_\_\_\_\_ Pass with Distinction

\_\_\_\_\_ Pass

\_\_\_\_\_ Fail

Examiners (signatures) \_\_\_\_\_

\_\_\_\_\_

Note: Please return this form to the MA Director who will inform the Graduate School (Susan Bourne) 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/CRPRJ 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/CRPRJ 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.

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.

**Approval For Research**

**Involving**

**Committee Guidelines Available**

Human Subjects Institutional Review Board [www.bsu.edu/irb](http://www.bsu.edu/irb)

Animals Animal Care and Use Committee [www.bsu.edu/animalcare](http://www.bsu.edu/animalcare)

Infectious agents or materials Institutional Biosafety Committee [www.bsu.edu/biosafety](http://www.bsu.edu/biosafety)

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 \_\_\_\_\_

Jacquelyn Nelson, 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](#).