

HISTORY, MASTER OF ARTS - Portfolio
Academic Advising Checklist

Course Number and Title **Credits Sem/Yr Grade**

Core Courses

HIST 500 The Nature of History	3		
HIST 501 The Study of History	3		

Electives*

major field	3		
major field	3		
major field	3		
major field	3		
minor field	3		
minor field	3		
	3		
	3		
(optional extra)			

*Electives may include no more than 9 credits from fields other than history. Only 9 credits may be taken prior to acceptance into the program, and only 9 may be transferred in from another program. Electives may include a total of no more than 9 credits with the following numbers: 590, 594-598, 696-697 (i.e. most workshops, internships, readings & conf., independent studies; Hist. 598 courses taken prior to F09 are exempted from the above restriction.) Note: students may exceed these limitations if they want to take extra courses for personal enrichment; they may not be used toward the degree, however. FYI: Hist. 580, 581, 582 classes are usually small grad sections combined with UG classes; Hist. 585 is a grad-only seminar. We highly recommend the 585 seminars for that reason.

Foreign Language – one year college-level sequence (ASL excluded. Language is required, although credits not counted toward MA; college language sequence taken during BA can fulfill requirement)

Course:	4		
Course:	4		

Thesis

HIST 592 Portfolio	3		
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Other steps toward graduation (for full-time students aiming to graduate in two-years; all students need to complete the steps below in this general order in no later than seven years):

During first semester

Done?

Find an advisor, or make your initially assigned advisor your “official,” permanent one	
Complete Program Development Form with advisor (form on hist. dept. website)	
Plan and draft a major/minor specialization plan with advisor	

During second semester***Done?***

Create thesis “advisory” committee in consultation w/ advisor (form on grad. college website)	
Write and defend your portfolio proposal (recommended, not required, during 2nd semester); complete the form “Application for Grad Portfolio” (on history dept. website)	

During Third semester***Done?***

Complete candidacy form (grad college website)—deadline is usually a month into the semester prior to the one in which you hope to graduate	
Complete application for graduation (on Broncoweb)—deadline is usually at beginning of the semester in which you hope to graduate.	

During Fourth semester***Done?***

Register for at least 1 portfolio credit (students must be registered for at least 1 portfolio credit during the semester in which they hope to graduate).	
Be sure that application for graduation is done by the start of the semester.	
Complete portfolio with input from advisor (first) then full committee (note: give readers 14 days minimum to read each draft)	
Defend portfolio (deadlines are usually mid. Oct. and mid. March)	

Thesis completion steps***Done?***

1. Final portfolio draft (version to be defended) must be displayed publicly in dept. office at least 10 business days prior to the defense. Include an abstract. Contact Katie Chesbro (Hist. admin. asst.) to publicize defense within dept. and grad college, and to set day/time.	
2. Portfolio committee must sign signature pages (i.e. “Defense Approval” form) confirming successful defense (see grad college website) and submit to grad college. Bring signature pages printed on thesis paper to the defense. (Both will go into your file in hist. dept., not to grad college.)	
4. Student must have advisor sign “Final Reading Approval” form & give to Katie for filing in history dept. file. Submit 1 final revised copy of project to Katie on CD. Ask advisor if more are desired. No final copy goes to grad college. Advisor changes project credit grade from IP to P.	

Note: Students who miss grad college deadlines related to the thesis/graduation run the risk of having their desired graduation date pushed into the following semester.

Request: Please give the history department’s admin. staff a copy of all signed forms for your file, or give them your original signed forms so that they can copy and then forward your original to the grad college.

See Graduate Handbook on History Dept. website for more detailed information on the above.